

**Wicomico County Local Management Board  
125 N. Division Street, Room 101  
Salisbury, Maryland 21801**



**REQUEST FOR PROPOSAL**

**PROJECT:** Safe Haven

**DEPARTMENT:** Wicomico County Local Management Board

**VENDOR:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PROPOSAL OPENING:**

**DATE:** Monday, August 14, 2017

**TIME:** 4:30 PM

## Summary

Wicomico Partnership for Families and Children with funding from the Governor's Office for Children has allocated funding for Project S.E.E.K. This project intends to reduce intergenerational incarceration. This program is designed to impact the risk and protective factors associated with delinquency and criminal behavior at both the individual and family levels. Wicomico Partnerships for Families and Children of Wicomico County is issuing a request for proposals to perform the following work:

## Safe Haven

<u>Announcement Date:</u>	Friday, July 28, 2017.
<u>Proposal Due Date:</u>	Monday, August 14, 2017, by 4:30 p.m.
<u>Funding Level:</u>	Up to \$71,000.00
<u>Contract Period:</u>	August 2017 through June 2018
<u>Contract Period Renewal Option:</u>	The County reserves the right to extend the Contract Period for two additional one-year terms.
<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>	All proposals must arrive by e-mail by the due date and hard copies must be delivered and stamped in the office by the due date, otherwise they will NOT be considered. One signed original Electronic copy emailed to point of contact, (see below)
<u>Deliverables:</u>	See Section B. Scope of Work
<u>Strategic Goal:</u>	Impact of Incarceration
<u>Result Area:</u>	Communities are Safe for Children, Youth, and Families
<u>Indicator:</u>	Juvenile Felony Offenses
<u>Point of Contact:</u>	Lisa Campbell Wicomico Partnerships for Families and Children 125 N. Division St. Room 101 Salisbury, MD 21801 lcampbell@wicomicocounty.org Phone: 410-546-5400 X 1810
<u>Questions:</u>	The last day for questions will be noon on Monday, August 7, 2017. 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:**

**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 WPFC General Grant Conditions as well as the terms of the Special Conditions for FY2018 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>Date</i>	<i>Signature</i>	<i>Date</i>
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**Please submit your application in a PDF document after signing, with Excel Budget sheet attached separately, submit your application: one by email to: Lisa Campbell at [lcampbell@wicomicocounty.org](mailto:lcampbell@wicomicocounty.org) and one hard copy delivered and date stamped at the address on the application by the stated deadline.**

## **A. Discussion of Priority Area and selected Evidence Based Practice**

As a comprehensive program with multiple components, Safe Haven will model Project S.E.E.K, which draws on prior experience with prevention programming and incorporates aspects of infant mental health programming; problem solving, social skills training, substance abuse prevention; violence prevention and conflict resolution curriculum. It is a model that proposals should be based upon. For more information into Project S.E.E.K, please visit this website:

<https://nrccfi.camden.rutgers.edu/2015/02/10/please-join-us-on-friday-november-21-2014-for-a-forum-on-children-of-incarcerated-parents-the-issues-strategies-and-interventions/>

This program will consist of the following components

1. Home Visits
  - a. A caseworker will be assigned to the family in need, meeting with the child and home caregiver.
  - b. Frequency to be determined by the vendor with the intent of having greater frequency of visits initially to be tapered off as family needs decrease to support autonomy.
  - c. Duration of services to be determined by the vendor with family need in mind.
2. Support groups
  - a. Age-appropriate groups will be held for children of incarcerated parents. Caregiver support groups will be held for the primary caregivers of the impacted children.
  - b. Facilitators of child support groups must be aided by classroom supports.
  - c. Transportation must be offered to those in need.
  - d. Childcare must be provided to those with children younger than four years old during group participation. Childcare provisions must follow COMAR regulations.
  - e. A light meal may be provided to encourage participation.
3. Referrals for other funded WPFC programs are crucial in serving families impacted by incarceration in Wicomico County.
4. Facilitating child-incarcerated parent communication
  - a. All interaction with incarcerated parents should be appropriate in regards to prior relationship, safety to the child, and primary caregiver consent.
  - b. Primarily the communication will be in the form of facilitated visits with provided transportation. If in-person visitation is not appropriate, written and telecommunication are allowed alternatives.
  - c. Each incarcerated parent and parent caring for the child will be offered parent education through the Family Education/Parenting program to be funded by WPFC.
  - d. Youth in 6<sup>th</sup>-12<sup>th</sup> grades will be offered Teen Education provided by the Family Education/Parenting program funded by WPFC.
  - e. Transportation and childcare to be provided by Family Education/Parenting.
5. Some intermediate objectives will be: to promote social competency, cognitive development (school success), emotional well-being, physical well-being, and family stability; promote psychological and physical well-being of caregivers; increase the caregivers ability to meet basic needs; improve caregivers parenting practices; maintain the parent-child relationship when appropriate while the inmate is incarcerated; assess family issues of reintegration at the time of inmate's release.
6. Additional Service that will be offered will be: provide aftercare services for 90 days upon the inmate's release from prison.
7. Project Seek technical assistance will be provided on August 21, 2017 and August 22, 2017.

## B. Staffing Requirements

Project Seek (Safe Haven) will be staffed by a Coordinator, Project Specialist (s), Clerical Support with an aide (if needed), and contractual staff as needed to conduct, assist, and prepare for groups, in addition to staff who provide childcare for caregiver support groups.

The Program Coordinator should have a Master's in Social Work or other Human Services field with experience in therapeutic and group processes, program development and supervision. Project Specialist will need a Bachelor's Degree in Human Services with experience in outreach programs for high risk populations. Leaders of children's groups should have a four-year degree in Human Services or education and must be able to address emotional issues that may arise for group participants during sessions. Hiring Staff with personal experience with the criminal justice systems is strongly encouraged.

Staff should have knowledge of the impact of incarceration on children and families and of how to work with the corrections system. Expertise and training in early childhood development and working with substance abuse and mental health disorders is highly recommended.

## C. Scope of Work

1. Program will operate in a timely fashion, using the curriculum and guidelines from Active Parenting to achieve program success.
  - a. Family meals to be provided to participants at all classes, with exception to Poplar Hill and Wicomico County Detention Center.
  - b. Program Director and program staff have extensive training in their field, maintaining certifications as needed.
  - c. Must be in compliance with MSDE staff to child ratios.
  - d. Background checks will be maintained by program for all staff/volunteers working with children.
  - e. Staff representing the organization will attend all mandatory meetings and trainings offered by WPFC.
  - f. Partner with Wicomico County entities as needed to ensure families receive the services they need.
  - g. Must participate in all trainings and technical assistance provided by Project S.E.E.K
  - h. Utilization of data matrix for data collection.
  - i. Use SharedVillage
    - i. If unfamiliar with SharedVillage please contact Lisa Campbell or Jennifer Downes with WPFC
  - j. Explain how the program will be sustained and provide a timeline
  - k. Vendor agrees to perform all of those services specified or outlined in the Request for Proposal and Vendor's Response attached to this MOU. These Attachment(s) are incorporated herein. All such work shall be performed in a timely fashion and a professional manner and in strict accordance with the requirements of the WPFC as specified in the Attachments. If there is a conflict between this MOU and any attachment, the following order of precedence applies: (1) this MOU; (2) the Wicomico County Standard Terms & Conditions; (3) the Request for Proposal; and (4) Vendor's Response.

**D. Evaluation**

<b>Performance Measure</b>	<b>Measurement Tool Used</b>	<b>Frequency of Measurement/Reporting</b>	<b>For Percentages, indicate what the numerator and denominator will be (NUM/DEM)</b>
<b>What/How Much We Do:</b>			
# Incarcerated Parents served in Project SEEK	Sign In Sheet	Each Meeting	
# Parents participating in re-entry mediation	Sign In Sheet	Each Mediation Session	
<b>How Well We Do It:</b>			
% Incarcerated participants maintaining contact with children at least once a month	Each visit/phone call documented	Detention Center phone call log & Visitation Log	# Parents with contact at least once per month / # Parents enrolled in re-entry mediation program
% Parents with a completed co-parenting plan.	# of signed co-parenting plans	Each signed co-parenting plan copy	# Parents with signed co-parenting plan / # Parents enrolled in re-entry mediation program
<b>Is Anyone Better Off?</b>			
# And % of youth participating in Project SEEK's Out of School Time program who increase or maintain school attendance from first to last marking period as measured by school report card.	Reports Cards	Copies to be turned in to OOSTO Provider within 14 days of Report Card distribution	# of youth with increase or maintained school attendance / # of youth enrolled in OOSTO program

# and % Project SEEK participants who do not have a Department of Juvenile Services referral in FY17	Shared consent forms with Department of Juvenile Services	Quarterly	# of Project SEEK participants without a DJS referral / Total # of Project SEEK Participants
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**Definitions:**

**Unduplicated:** When reporting the number of parents, families, children, youth, etc. for the Half Year Report, a new count is started at the beginning of every fiscal year. The first Half Fiscal Year (HFY1) report will count all the parents, families, children, youth, etc. who have been served during the first six months of the fiscal year. The second Half Fiscal Year (HFY2) report will count only new parents, families, children, youth, etc. The Fiscal Year (FY) report will provide the total served for the whole year.

**Served:** A definition of “served” should be provided. This will probably vary by program. For evidenced-based programs, this may mean that the parent, family, child, youth, etc. has completed a set # of weeks of the program. For other programs it may mean that the parent, family, child, youth, etc. has completed an assessment and plan of care. Please be specific about who you are counting.

<b>Who will be responsible for gathering the evaluation data for your organization?</b>	
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<b>Describe the process for gathering data for the project.</b>	
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**E. 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 (health account, taxes, social security).
- Consultants**                      This category is reserved for staff reimbursements that would not have access to benefits and for service assignments.
- Equip/Software**                      This category is reserved for direct costs related to this project.
- Supplies**                              This category is reserved for administrative and project supplies. This category may include office supplies and other for project meetings and trainings.
- Travel/Training**                      This category is reserved for:
  - Mileage (allowable cost is \$.56/mile)
  - Registration Fees, Hotel, etc.
  - One time curriculum/materials fee

**Other Direct Cost** This category is reserved for expenses that do not meet the existing categories. Some examples of “other” may be:

- Administrative fees
- Liability Insurance – project/time frame specific
- Room rental fee for project training and activities

**See attached Excel Budget sheet in Appendix A.**

#### **F. 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.

#### **G. Attach:**

1. Excel Budget Completed
2. GANTT Chart
3. Resume (s)

## EXHIBIT A

### WICOMICO COUNTY, MARYLAND STANDARD TERMS AND CONDITIONS

This document sets out provisions generally applicable to all Wicomico County (“County”) contracts. These provisions do not constitute a complete agreement, and must be appended to a document, executed by all parties, which identifies the specific work to be performed, compensation, term, incorporated attachments, and any special conditions. This document and the Contract are intended to be complementary and shall be construed accordingly. Should there be a direct contradiction between these terms and conditions and the Contract, then the Contract shall govern and control those contradictory terms and conditions. The term “Department” includes the County, its various departments, unit, agencies, employees or agents as may be appropriate. The term “Contract” shall include a document entitled “agreement” or any other title on a document that is denoting a contract. The Wicomico County Executive is the person authorized to enter into contracts for Wicomico County.

Amendment. This Contract constitutes the entire agreement between the parties and all other communications prior to its execution, whether written or oral, with reference to the subject matter of this Contract are superseded by this Contract. No amendment to this Contract shall be binding unless in writing and signed by the parties.

Bankruptcy. Upon filing for any bankruptcy proceeding by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the Contractor must notify the County immediately. Upon notice of such filing, the County reserves the right at its sole discretion either to cancel the Contract or to affirm the Contract and hold the Contractor responsible for damages. The exercise of this right is in addition to any other rights the County may have as provided in this County or by law.

Compliance with Law. The Contractor hereby represents and warrants that:

- A. It has the power and authority to enter into and perform the Contract, that the Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms;
- B. Its performance under the Contract shall be in a good and workmanlike manner and in accordance with the professional standards;
- C. It is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- D. It is not in arrears in the payment of any obligations due and owing to the County or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;
- E. It shall comply with all federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract;
- F. It shall obtain, at its expense, all licenses, permits, insurance and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

Contingent Fee Prohibition. The Contractor, architect or engineer (as applicable) warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, architect or engineer, to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation or other entity, other than a bona fide employee or agent, any commission, percentage, brokerage or 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 shall be an original, all of which shall constitute one and 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, or a facsimile copy or computer image, such as a PDF or tiff image, of a signature, shall be treated as and shall have the same effect as an original signature. An electronic signature, a true and correct facsimile copy or computer image of this Agreement shall be treated as and shall have the same effect as an original signed copy of this document.

Force Majeure. Neither the County nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, County declaration of emergency, or war where such cause was beyond, respectively, the County’s or Contractor’s reasonable control. The County and Contractor shall make all reasonable efforts to remove or eliminate

such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

Governing Law. This Contract shall be governed by and construed in accordance with the laws of the State of Maryland and Wicomico County without regard to principles of conflicts of law.

Indemnification. The Contractor shall protect, hold free and harmless, defend and indemnify the County including 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 of indemnification shall apply to any acts or omissions, negligent conduct, whether active or passive, including acts or omissions of Contractor's agents or employees; except that it shall not be applicable to injury, death or damage to the property arising from the sole negligence of Wicomico County, its officers, agents and employees.

Independent Contractor.

- A. Contractor shall perform the work required by this Contract as an "Independent Contractor." Although the County reserves the right to determine the delivery schedule for the work to be performed and to evaluate the quality of the completed performance, the County cannot and will not control the means or manner of the Contractor's performance. The Contractor shall comply promptly with any requests by the County relating to the emphasis or relative emphasis to be placed on various aspects of the work or to such other matters pertaining to the work under this Contract. Contractor is responsible for determining the appropriate means and manner of performing the work.
- B. Contractor represents and 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 shall be 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 or payments paid to Contractor under this Contract.
- 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 shall obtain, and at all times keep in effect, Commercial General Liability Insurance in the amounts listed below for its activities and operations. The insurance shall include coverage for personal injury, discrimination and civil rights violation claims. All such insurance shall name County, its employees, and agents as ADDITIONAL INSURED. A copy of the certificate of insurance shall be filed with the County prior to the time this Contract is executed, providing coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate and \$500,000 for property damage. Coverage shall be written on an occurrence form.
- B. Contractor shall obtain, and at all times keep in effect, automobile insurance on all vehicles used in this Contract with the County 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 carrying out of this Contract. All such insurance shall name County, its employees, and agents as ADDITIONAL INSURED.
- C. Contractor shall provide the County with 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 shall have a minimum 30 days notice of cancellation. Immediate written notice to the County shall be required in the event of cancellation or restriction by the insurance company of any insurance policy referred to in this section.
- E. When insurance coverage is renewed Contractor shall provide new certificates of insurance prior to expiration of current policies.

Nondiscrimination. A contractor who is the recipient of County funds, or who proposes to perform any work or furnish any goods under this Contract shall not discriminate against any worker, employee or applicant because of

religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability. Contractor further agrees that this provision will be incorporated in all sub-contracts entered into in connection with this Contract.

Ownership of Documents and Materials.

- A. The Contractor agrees that all documents and materials, including but not limited to, reports, drawings, studies, specifications, estimates, maps, photographs, designs, graphics, mechanicals, artwork, and computations prepared by or for the Contractor under the terms of this Contract shall at any time during the performance of the services be made available to the County upon request by the County and shall become and remain the exclusive property of the County upon termination or completion of the services. The County shall have the right to use the same without restriction or limitation and without compensation to the Contractor other than that provided in this Contract. The County shall be the owner for the purposes of copyright, patent or trademark registration.
- B. If the Contractor obtains or uses for purposes of this Contract, or subcontracts for, any design, device, material, or process covered by letters of patent or copyright, it shall provide an assignment to the County of ownership for purposes of copyright, patent or trademark and of all right to possess and to use such design, device, material or process and a legally sufficient agreement with the patentee or owner, and a copy of such agreement shall be filed with the County.
- C. The Contractor shall indemnify and save harmless the County from any and all claims for infringement by reason of the use of any such patented design, device, materials, or process, or any trademark or copyright, and shall indemnify, protect and save harmless 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 shall be made no later than 30 days after the County's receipt of a proper invoice from the Contractor. If an invoice remains unpaid 45 days after the invoice was received, interest shall be charged at a rate of six percent (6%) per annum.

Records. Contractor shall maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this Contract in such a manner as to clearly document Contractor's performance hereunder. Contractor acknowledges and agrees that the County and its duly authorized representatives shall have access to such fiscal records and all other books, documents, papers, plans, and writings of the Contractor that are pertinent to this Contract. All such fiscal records, books, documents, papers, plans, and writing shall be retained by Contractor and kept accessible for a minimum of three years, except as required longer by law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Contract, whichever date is later. All subcontracts shall also comply with these provisions.

Remedies.

- A. Corrections of errors, defect and omissions. Contractor agrees to perform the work as may be necessary to correct errors, defects, and omissions in the services required under this Contract, without undue delays and without cost to the County. The acceptance of the work set forth herein by the County shall not relieve the Contractor of the responsibility of subsequent corrections of such errors.
- B. Set Off. The County may deduct from and set-off against any amounts due and payable to the Contractor any back-charges, penalties, or damages sustained by the County, its agents, employees of recipients of its services, by virtue of any breach of this Contract by the Contractor or by virtue of the failure or refusal of the Contractor to perform the services or any part of the services in a satisfactory manner. Nothing herein shall be construed to relieve the Contractor of liability for additional costs resulting from a failure to satisfactorily perform the services.
- C. Cumulative. All rights and remedies of County and Contractor shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of the County by law.

Responsibility of Contractor.

- A. The Contractor shall perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services hereunder.

- B. Notwithstanding any review, approval, acceptance or payment for the services by the County, the Contractor shall be responsible for the professional and technical accuracy of its work, design, drawings, specifications and other materials furnished by the Contractor under this Contract.
- C. If the Contractor fails to perform the services, or any part of the services, in conformance with the standard set forth in subparagraph A above it shall, if required by the County, perform at its own expense and without additional cost to the County, those services necessary for the correction of any deficiencies of damages resulting, in whole or in part, from the Contractor's failure. This obligation is in addition to and not in substitution for any other remedy available to the County under the "Remedies" paragraph, or otherwise available by law.

Severability/Waiver. The County and Contractor agree that, if any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid. The failure of either party to enforce any provision of this Contract shall not constitute a waiver by that party of that or any other provision of this Contract.

Subcontracting or Assignment. The benefits and obligations of this Contract shall inure to and be binding upon the parties and neither this Contract nor the services to be performed shall be subcontracted, or assigned or otherwise disposed of, either in whole or in part, except with the prior written consent of the County. The County has the right to withhold such consent for any reason the County deems appropriate.

Substance Abuse and Drug Testing. Contractors and contract employees are subject to the provisions of the County's policy on substance abuse and drug testing regarding the use, possession, or sale of drugs or alcohol while performing County business or while in a County facility. Violation of these provisions or refusal to cooperate with implementation of the County's policy on substance abuse and drug testing can result in the barring of contract personnel from County facilities or from participating in County operations.

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

Termination. If the Contractor fails to fulfill its obligations under the Contract properly and on time, or otherwise violates any provision of the Contract, the County may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the County's option, become the County's property. The County shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of 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. The performance of work under this Contract may be terminated by the County, in whole or in part, upon written notice to the Contractor, when the County determines such termination is in the best interest of the County. The termination for convenience is effective on the date specified in the County's written notice. The County will pay for all reasonable costs allocable to the Contract for work or costs incurred by the Contractor up to the date of termination. However, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

Termination of Multi-year Contract. If the County fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be cancelled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the County's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder 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 shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The County shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

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, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein 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 shall have the right to use only those facilities of the County that are necessary to perform the services under this Contract and shall have no right of access to any facility of the County without prior approval of County Administration. County shall have no responsibility for the loss, theft, mysterious disappearance of or damage to equipment, tools, materials, supplies, and 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 herein 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 B

### Safe Haven Program Model

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

Applicant \_\_\_\_\_

Reviewer \_\_\_\_\_

Date \_\_\_\_\_

Proposal Content	Range of Points					Actual Points	Comments
	Poor	Weak	Adeq.	Good	Excell.		
1. Management Summary <b>(5)</b> <ul style="list-style-type: none"> <li>▪ 150 Words (0-2)</li> <li>▪ Summary overview of the applicant's total grant proposal (0-3)</li> </ul>	0-1	2	3	4	5		
2. Collaboration Summary <b>(10)</b> <ul style="list-style-type: none"> <li>▪ Partner with other WPFC funded programs. (0-5)</li> <li>▪ Partner with WDCD and Poplar Hill Pre-Release Unit (0-5)</li> </ul>	0-3	4-5	6-7	8-9	10		
3. Project Management Summary <b>(60)</b> <ul style="list-style-type: none"> <li>▪ Target population (0-5)</li> <li>▪ Support Group for Children (0-10)</li> <li>▪ Support Group for Parents/Caregivers (0-10)</li> <li>▪ Impact of program</li> </ul>	0-15	16-24	25-34	35-44	45-60		

## APPENDIX B

<p>(0-5)</p> <ul style="list-style-type: none"> <li>▪ Childcare requirements (0-5)</li> <li>▪ Specific Services provided (0-5)</li> <li>▪ Provides transportation (0-5)</li> <li>▪ Performance Measures and Outcomes (0-2)</li> <li>▪ Quality Assurance Mechanisms (0-2)</li> <li>▪ Research &amp; Best Practices Incorporated (0-6)</li> <li>▪ Parent – Child Communication Facilitation (0-5)</li> </ul>							
<p>4. Personnel <b>(20)</b> Staff Qualifications specific to needs (0-15)</p>	0-5	6-8	9-12	13-16	17-20		
<p>5. Budget <b>(0-5)</b></p> <ul style="list-style-type: none"> <li>▪ Matching Funds (10% required) (0-5)</li> </ul>	1	2	3	4	5		
<p><b>TOTAL 100 points</b></p>							

**BUDGET AND REVENUE PROJECTIONS**  
**Fiscal Year 2018**

LMB: Wicomico Partnership for Families and Children

DESCRIPTION				
	WPFC	Matching Funds/ Funds	Inkind	Total
<b>Program/Strategy: Safe Haven</b>				
<b>Personnel</b>	43,212.00		0.00	<b>\$43,212</b>
Salaries	43,212.00		0.00	<b>\$43,212</b>
Fringe Costs	0.00		0.00	<b>\$0</b>
<b>Operating Expenses</b>	13,268.00		0.00	<b>\$13,268</b>
Communications	1,500.00		0.00	<b>\$1,500</b>
Postage	200.00		0.00	<b>\$200</b>
Utilities	3,600.00		0.00	<b>\$3,600</b>
Advertising	0.00		0.00	<b>\$0</b>
Office Supplies	1,068.00		0.00	<b>\$1,068</b>
Insurance	0.00		0.00	<b>\$0</b>
Rent/Mortgage	6,000.00		0.00	<b>\$6,000</b>
Printing/Duplication	400.00		0.00	<b>\$400</b>
Information System Repair/Maintenance	500.00		0.00	<b>\$500</b>
Vehicle Operating (other than Insurance)	0.00		0.00	<b>\$0</b>
<b>Travel</b>	2,520.00		0.00	<b>\$2,520</b>
Business Travel	2,520.00		0.00	<b>\$2,520</b>
Conferences/Conventions	0.00		0.00	<b>\$0</b>
<b>Contractual Services</b>	8,900.00		0.00	<b>\$8,900</b>
Training	0.00		0.00	<b>\$0</b>
Consultant (Technical Assistant Fee)	8,900.00		0.00	<b>\$8,900</b>
Legal	0.00		0.00	<b>\$0</b>
Accounting/Auditing			0.00	<b>\$0</b>
<b>Equipment</b>	0.00		0.00	<b>\$0</b>
Office Equipment	0.00		0.00	<b>\$0</b>
<b>Other</b>	3,600.00		0.00	<b>\$3,600</b>
Vehicle purchase and lease	0.00		0.00	<b>\$0</b>
Program Supplies	1,500.00		0.00	<b>\$1,500</b>
Software	0.00		0.00	<b>\$0</b>
Food	1,000.00		0.00	<b>\$1,000</b>
End Of Year	1,100.00		0.00	<b>\$1,100</b>
<b>TOTAL budget for Safe Haven</b>	<b>\$71,500</b>		<b>\$0</b>	<b>\$71,500</b>
<b>Revenue Sources for Non-Children's Cabinet Funds that Directly Support CPA Operations:</b>				
County/City Direct Revenue (Cash)			0.00	
County/City In-Kind			0.00	
Approved Use of Earned Reinvestment			0.00	
Fee for Service			0.00	
Other (Enter Source Here)			0.00	
Other (Enter Source Here)			0.00	
<b>TOTAL Non-Children's Cabinet Revenue that Directly Supports CPA</b>			<b>\$0</b>	
<b>CPA/Children's Cabinet FUNDING REQUEST</b>	<b>\$71,500</b>			
<b>TOTAL Revenue from Children's Cabinet and Other Sources Used to Support CPA</b>				<b>\$71,500</b>

**SALARY:** Project Director: 19 hours/week x 52 weeks x \$28/hour = **\$27,664/year**; Project Coordinator: 13 hours/week x 52 weeks x \$23/hour = **\$15,548/year**.

**OPERATING:** Communication(Phone & Internet): \$125/month x 12months = **\$1,500/year**; Postage: **\$200/year**; Utilities: \$275/month x 12months = **\$3,600/year**;

    Printing: **\$400/year** (Invoices, flyers); Office Supplies: **\$1,068/year** (\$500-paper; \$300-folders/files; \$200- tape, pencils, pens, staples, clips);

    Rent: \$500/month x 12months = **\$6,000/year**; Software: Shared Village \$500     **\$500**

**TRAVEL:** 250/miles roundtrip per year (WCDC monthly visits and support groups) x 18 trips x 0.56/mile = **\$2,520/year**.

**CONTRACTUAL:** Project SEEK Technical Assistant Fee: **\$8,900/year** (as quoted from Project SEEK)

**OTHER:** Activity Supplies and Incentives: **\$1,500/year**

(Books, training material \$80/month x 12 = \$960; Family Games, Children Games & Activities, Personal Hygiene Items \$45/month x 12 = \$540.

    Food/Meals: \$1,000/year (approx \$100/class for 8 parents & 5 children for 10 community classes);

    End Of Year Event: **\$1,100/year** (\$650-venue rental; \$300-catering for families & volunteers; \$100-awards; & \$50-certificates).