

5. SECTION B - SCOPE OF SERVICES:

5.1. Background

The County Executive and Montgomery County Council recognize there is a significant need for reinvestment in and revitalization of communities in Montgomery County, Maryland. Council Resolution No. 14-955, adopted on July 17, 2001, designates the Wheaton/Silver Spring/Long Branch Community Legacy Area and develops Community Legacy Plans and Projects in the Wheaton/Silver Spring/Long Branch Community Legacy Area, the purpose of which will be to contribute to the reinvestment and revitalization in the area.

The Wheaton/Silver Spring/Long Branch Community Legacy Area is in a priority funding area under Section 5-7B-02 of the State of Maryland Smart Growth Act, a/k/a the Maryland the Beautiful Act.

5.2. Intent

Montgomery County Department of Housing and Community Affairs (DHCA) seeks to provide support to the low- and moderate-income residents of the Long Branch community who primarily use English as a second language.

DHCA seeks proposals for a Community Services contract for an organization to plan and develop a set of programs and services that will benefit the Long Branch Community of Montgomery County. All program activities must be conducted for Montgomery County residents in the Long Branch Community. This contract will focus on providing services to the community, including after-school programs, educational courses, and health navigation services. The County intends to make a single award.

The total estimated annual compensation for the Contract resulting from this RFP shall not exceed \$172,740. This amount is an estimate only, and the County makes no guarantee of specific compensation.

5.3. Scope of Services/Specifications/Work Statement

The selected Contractor must, at a minimum, provide the following services to Montgomery County residents, prioritizing the after-school program:

- Wraparound after-school program focused on activities such as academic support, homework, music, art, and environmental education. Community events and programming for children should also be offered. After-school programs must be geared toward kindergarten through 5th-grade children. Ideally, the program will be held 4 days a week for a minimum of 2 hours a day during the academic year, dependent on the availability of facilities. After-school programs must be walkable (within one mile of Rolling Terrace Elementary School and not crossing any major roads) and/or transportation provided from schools to program locations. Target reach of 70 children annually. All employees who interact with children must pass a background check. Children must be verified for County residency, typically by evidence that they attend Montgomery County Public Schools.
- Adult Educational courses that may include Spanish literacy, English for Speakers of Other Languages (ESOL), and computer literacy. The selected contractor will be expected to provide materials for the courses offered, including computers. At least eight multi-week courses must be held per year in the Long Branch community. Attendees must be Montgomery County residents. May include language courses, computer classes, or a course that addresses a need identified by the community and approved by DHCA. Target reach of 145 adult residents annually. For adult education, clients must provide proof of Montgomery County residency, such as a lease or a utility bill.
- Health information and outreach on topics such as nutrition, diabetes, heart health, dental hygiene, family planning, and domestic violence. High-priority topic requests by community members, such as HIV awareness and prevention, mammograms, and breast health, should also be covered. Outreach

can include health fairs, booths at community events, informational flyers, etc. The contractor must also provide an avenue for residents to request information on specific resources such as health insurance, SNAP benefits, WIC, employment services, etc. Target reach of 500 residents annually.

- Community celebrations, including food, music, games, and cultural activities for families. Events can include things like holiday celebrations, dance classes, school supply distribution, cultural fairs, awareness month events, etc. Target reach of 100 residents annually with at least two events held per year.

The selected contractor must also provide an acceptable location/s within the Long Branch community, preferably centrally located within the community and easily walkable, and/or transportation provided. Offerors should note whether a site is secured already or, if not, provide detailed plans for obtaining use of the site/s. The contractor may leverage County-owned/operated sites such as schools, community centers, libraries, and parks for program activities with approval from selected locations.

The selected contractor will be required to track attendance and verify County residency. They will collect feedback from participants to gauge the program's success. Deliverables should include evidence of program achievements, such as participant surveys, report cards, pre- and post-tests, community participation, and copies of distributed material, including marketing flyers and health brochures.

All activities offered through this contract should be free for the community.

5.4. Contractor's Qualifications

Contractor must be an organization serving Montgomery County, Maryland (the County). Program activities must be conducted in the Long Branch Community and be focused on assisting individuals who live, work, or attend school in the community. Selected Contractor must be County-compliant suppliers that demonstrate cultural and linguistic competence; have a history of assisting and serving the County's communities; demonstrate knowledge of neighborhood services, issues, and resources; and demonstrate credibility and capacity to reach the target population. The ability to communicate in languages other than English, primarily Spanish, is key.

The offeror must be ready to begin implementing its plan as soon as possible, in coordination with DHCA.

Proposals must include:

- Examples of program curricula, including content and resources used.
- Plan to hire and retain staff who are culturally and linguistically competent to serve this community.
- Demonstration of familiarity with the Long Branch Community and/or current presence in serving this community.
- Demonstration of experience in providing services outlined in the scope, such as after-school programs, adult education programs, health services, and cultural events.
- Demonstration of ability to obtain necessary background checks for working with children.
- Methods for outreach to boost participation.
- Plan for disseminating healthcare and available social services information.
- Plan for securing facilities, including transportation if necessary, and existing relationships with potential facility providers.
- Quantitative and Qualitative reporting that aligns with the County's objectives of the program as outlined in the scope.
- Impact-based Outcome measures to assess the quality, effectiveness, and impact of the services provided within the program.
- Time-bound schedule of when activities will occur and the corresponding project budget.

5.5. Contractor's Responsibility

The selected contractor must provide services as outlined in the scope of work and include:

- Program management, including outreach to potential attendees.
- Staff to run programs effectively and efficiently, including Spanish language proficiency.
- Performing background checks on employees who work with children.
- Securing and maintaining program facilities.
- Supplies necessary for the success of the program.
- Reporting and tracking

5.6. County's Responsibility

DHCA will provide guidance on program-specific requirements. DHCA will also work with the selected contractor to bridge relationships with other county agencies, departments, and facilities.

5.7. Reports/Deliverables

The selected Contractor must submit to DHCA every six months a written narrative report that summarizes the deliverables (including the total number enrolled and attending classes for each scope of the contract) and goals in the contract that were achieved, as well as an explanation of any that were not. This should include the curriculum covered and qualitative/quantitative performance tracking. This report should also describe any particularly notable program accomplishments during the reporting period, with a brief description of any clients that have benefited to an unusually great degree from the program activities, with photos if applicable. Releases signed by the client must be provided with any photos.

Examples of this data could be, but are not limited to, names and zip codes of participants. The report should be a minimum of 2 pages, but no more than 10 pages (not including exhibits such as photos, attendance sheets, program flyers, releases, etc.). Deliverables must include evidence to support the achievement of the program, the supporting documentation can include the following items: participant surveys, report cards, pre- and post-tests, community participation, copies of distributed material, including marketing flyers, health brochures, etc. Payments will not be made if any required reports have not been submitted.

6. SECTION C - PERFORMANCE PERIOD

6.1. TERM

The effective date of this Contract begins upon signature by the Director, Office of Procurement. The period in which the Contractor must perform all work under the contract. The contract begins on the Contract's effective date and ends after a ONE (1) year period. Contractor must also perform all work in accordance with the time periods stated in the Scope of Work. Before this term for performance ends, the Director, at his/her sole option, may (but is not required to) renew the term. Contractor's satisfactory performance does not guarantee a renewal of the term. The Director may exercise this option to renew this term TWO (2) times for ONE (1) year each.

6.2 PRICE ADJUSTMENTS

- 6.2.1 Prices quoted are firm for a period of (1) year after execution of the contract. Any request for a price adjustment after this (1)-year period is subject to the following:
- 6.2.1.1. Approval or rejection by the Director, Office of Procurement or designee
 - 6.2.1.2. Submission in writing to the Director, Office of Procurement and accompanied by supporting documentation justifying the Contractor's request. A request for any price adjustment may not be approved unless the contractor submits to the County sufficient justification to support that the Contractor's request is based on its net increase in costs in delivering the goods/services under the contract.
 - 6.2.1.3. Submission within sixty (60) days prior to contract expiration date, if the contract is being amended.
 - 6.2.1.4. The County will not approve a price adjustment request that exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month