



*Worcester County's Initiative to Preserve Families*

**The Local Management Board**

FY 2023 Request for Proposals for  
Bounce Back

Release Date: August 2, 2022

Deadline for Submission: September 12, 2022 at 1:00pm

For questions contact the Worcester County Local Management Board: 410-632-3648

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## Introduction

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

The jurisdictions, through their Boards, bring the knowledge of local needs, resources, and strengths. The Boards bring together public and private agencies, local government, faith-based and civic organizations, families, youth, and community members to develop, implement, and review a community plan. The plan includes strategies to improve outcomes for one or more of the State's Child Well-Being Results:

- Babies Born Healthy
- Healthy Children
- Children Enter School Ready to Learn
- Children are Successful in School
- Youth will Complete School
- Youth have Opportunities for Employment or Career Readiness
- Communities are Safe for Children, Youth and Families
- Families are Economically Stable

For purposes of this Request for Proposal, Worcester County's Initiative to Preserve Families (Worcester County Local Management Board) and the Board of Directors are seeking proposals for Fiscal Year 2023 from providers able to develop and implement a community-based CBITS (Cognitive Behavioral Intervention for Trauma in Schools) adaptation after school program that will **improve outcomes for children between grades K-5th** in Worcester County using the Bounce Back curriculum. Funding is available to local 501-(c) not-for-profit organizations, faith-based organizations, and government agencies who are in good standing.

## Executive Summary

Worcester County's Initiative to Preserve Families' office is located in the central part of Worcester County in Snow Hill, Maryland. The Worcester County Local Management Board, Board of Directors is composed of five (5) ex officio members and four (4) at-large members; all of who are committed to improving the well-being and outcomes for children, youth and families in Worcester County.

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

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

The Board of Directors reviewed local, state and national data available for depressive episodes, the impact of trauma on youth, and Adverse Childhood Experiences. This led to the decision to fund an after school program that would impact youth between grades K-5th that have experienced some sort of

trauma, those that are exhibiting unusual behavioral health concerns, and those that have been labeled “handle with care” to the school system by local law enforcement/child protective services. The Local Management Board (LMB) is committed to improving the safety and wellbeing of all children who are attending school as well as providing them with the necessary skills for a healthy and holistic future. If students are safe and supported they will be more successful in school. Since traumatic experiences often leave individuals feeling isolated and alone, one of the significant benefits of this program is the focus on group therapy where participants can connect with their peers who share similar experiences. In this structured, supportive environment, participants are more likely to feel comfortable expressing their emotions, empathizing with others and developing the coping skills necessary to build resilience from their adverse experiences.

### **Priority Population**

According to the 2018 YRBS, Worcester County is above the state average in adverse childhood experiences, substance abuse in the household, parental separation or divorce, and emotional abuse. While the full-scale impact of COVID-19 has yet to be determined, there is evidence that the psychological effect of the pandemic could be detrimental. “The COVID-19 pandemic...is an event that is causing many to worry and even panic,” said Dr. Adam D. Brown, clinical assistant professor in the Department of Child and Adolescent Psychiatry at NYU. “Many children are seeing and hearing frightening news on television. Some have family members or other people they know who are sick or may have died. Our experience can vary greatly, based on not only different levels of exposure, but also on what is going on around the child.”

Because of isolation, many children are at greater risk of experiencing multiple traumas such as physical, sexual and psychological violence, physical and emotional neglect, exposure to inter-parental violence, social isolation, household stressors and difficulties (e.g., alcoholism, drug addiction, and mental illness of a parent), as well as increased social and financial uncertainty.

Elementary school aged children (K-5<sup>th</sup> grade) will be the target population of this program. The vendor of the program will be required to connect with the local school system to obtain referrals for the program. Children that will be considered for this program include those that have experienced some sort of trauma and those that are exhibiting unusual behavioral health concerns.

### **Proposal Specifics**

The LMB Board of Directors is asking that interested parties develop a robust, succinct and concise proposal for a CBITS (Cognitive Behavioral Intervention for Trauma in Schools) adaptation after school program for **children between grades K-5th** in Worcester County using the Bounce Back curriculum.

**Program implementation will be expected to begin November 1, 2022 and run through June 30, 2023. For this 8-month program, the maximum amount available is \$150,000.** The grant period for this funding is from the awarding of this grant through June 30, 2023, with a possibility of an extension in to fiscal year 2024; however vendors should be aware that the award amount will not exceed \$150,000 for full fiscal year program.

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

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

Proposals should consider the following:

- Proposed program should be community based, family focused and strength based in philosophy, modality and design.
- Proposals should include a detailed description and programmatic outline of how they will provide a comprehensive and engaging CBITS (Cognitive Behavioral Intervention for Trauma in Schools) adaptation after school program, utilizing the Bounce Back curriculum to fit the need in Worcester County.
- Proposals should ensure that the social workers that will be conducting the after-school group session are trained in the Bounce back and CBITS program.
- Proposals should incorporate a comprehensive ACES screening tool.
- Proposals should include weekly group sessions; 1-3 parent sessions; and 2-3 individual sessions over a 10 week timeframe.
- The program should be designed to serve youth between K - 5th grade, who:
  - have experienced some sort of trauma
  - are exhibiting unusual behavioral health concerns
  - have been labeled “handle with care” to the school system by local law enforcement/child protective services
- Proposals must include a detailed and robust recruitment plan that includes the creation and distribution of information regarding the after-school program, as well as how to make a referral. This includes collaboration with teachers, school, parents, guardians, social workers, and juvenile justice officials.
- Priority will be given to proposals that have a location within Worcester County, and more specifically Snow Hill or Pocomoke, to ensure accessibility to individuals of lower socioeconomic status; the selected vendor could potentially have a main office within a neighboring jurisdiction.
- Proposals that demonstrate better outcome achievement through outreach to multiple community organizations and local agencies will also receive priority.
- Proposals for specific individuals or families will not be considered.
- Proposals sent after the due date will not be considered.

The following are the anticipated performance measures developed for the Bounce Back program. These performance measures are subject to change.

<b>Performance Measure</b>	<b>For Percentages, Indicate the Numerator and Denominator (NUM/DEM)</b>
<b>What/How Much We Do:</b>	
# of children enrolled the Bounce Back Program	
# of schools hosting the afterschool program	
<b>How Well We Do It:</b>	
#/% of ACEs screenings completed on children enrolled in the program	NUM: # of children who were screened for ACEs DEN: # of children enrolled in the program
#/% of children that successfully completed the program	NUM: # of children that successfully completed the program DEN: # of children enrolled in the program
<b>Is Anyone Better Off?</b>	
#/% of parents that report an increase in their child's self-esteem after completion of the program via post survey	NUM: # of parents that reported an increase in self esteem DEN: # of surveys completed
#/% of participants demonstrating achievement of goals	NUM: # of children that achieved the goals outlined in the program DEN: # of children that completed the program

The LMB reserves the right to discontinue funding if the program is not meeting deliverables or if funding is withdrawn from the Children's Cabinet.

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

### Selection Schedule

County Commissioners meeting in which the RFP will be released: **August 2, 2022**

RFP Questions will be accepted through August 15, 2022, and answers will be provided by August 19, 2022.

RFP due to the Worcester County Administration: **September 12, 2022 by 1 pm.**

Evaluation Meeting: **September 13, 2022.**

County Commissioners meeting to submit vendor(s) selected: **October 4, 2022.**

Chosen vendor(s) will be contacted by: **Letter.**

The vendor(s) chosen will be notified by LMB staff by **October 7, 2022.** A follow up meeting will then be scheduled. Vendors are expected to be ready for implementation by **November 1, 2022.**

Interested parties must submit one (1) original and five (5) copies of their proposal to the Worcester County Government by the established deadline of **September 12, 2022 at 1:00 pm.** The Worcester County Government will ensure that all proposals received by the deadline are given to the LMB.

Proposals should be addressed and mailed or hand carried to:

#### **Office of the County Commissioners**

**ATTN: Mr. Joe Parker, Assistant Chief Administrative Officer**

**Worcester County Government Center**

**One West Market Street, Room 1103**

**Snow Hill, MD 21863**

### Evaluation

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

- The Worcester Commission on Aging
- LMB Directors from other jurisdictions
- Clergy
- Representatives from civic groups
- Representatives from SU School of Social Work or professor(s) from WorWic and/or UMES
- Pediatricians
- Representatives from the United Way
- Representatives from the Eastern Shore Community Foundation

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

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

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

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

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

Once the Board of Directors and County Commissioners have approved the selected proposal, the LMB staff will notify all vendors of their status with the proposal. The LMB will contact the selected vendor to meet and prepare program plans and implementation strategies.

### **Submission Details**

All proposals are limited to no more than 15 pages, double spaced, not including title page, abstract, budget, and/or appendices. All proposals should contain the following components:

1. Title Page
  - a. The title of the proposal
  - b. The name of the organization(s) submitting the proposal
  - c. The name, title, and phone number of the contact individual for the proposal
  - d. The name and title of the person overseeing the grant (if different from above)
  - e. The name and title of the person who will manage the fiscal aspects of the grant (if different from above)
2. Abstract
  - a. Will summarize the proposal in one paragraph and should not exceed 500 words. Abstract must clearly identify which the priority population that the grantee intends to serve.
3. Organizations Capacity
  - a. History of the applicant's operation (specific to the proposed project), and demonstrated experience in developing and implementing projects of a similar nature.
4. Discussion of Need
  - a. Proposals must clearly identify and define the problem(s). Applications submitted for funding must clearly address the identified priority population and explain the need in Worcester County.
  - b. All proposals must clearly indicate that all activities will directly impact children, youth and families of Worcester County.
5. Narrative
  - a. Proposals must propose a solution to the problem or need based on an evidence based or best practices model (i.e. Bounce Back curriculum)



- b. Proposals should indicate how the project aligns with the proposed population
  - c. Timetable for implementation, and set expectations all funds will be exhausted by June 30, 2023.
  - d. Clearly indicate what partners are involved in making this program successful.
  - e. Clearly describe a robust and comprehensive outreach plan.
  - f. Proposals are required to clearly define plans for sustainability. Include how the ongoing project will be funded after the grant expires and include in the proposal documentation of the ongoing financial commitment.
6. Race Equity:
- a. Include a discussion of how a focus on racial equity will inform the implementation and outcomes of the program/strategy.
  - b. Include a discussion of the local data with citations.
  - c. Include a discussion of how demographic data will be collected, disaggregated, and utilized to inform future programmatic strategies, including outreach and education.
7. Two-Generation:
- a. The program/strategy should propose a clearly-articulated and well-constructed two-generation approach, with simultaneous interventions directed at both the parent(s) and their child(ren)/youth; demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family.
8. Budget
- a. Proposals must include projected expenses for an 8-month program beginning in November 2022 running through June 30, 2023. These expenses should include those that are ordinary, necessary and reasonable to the implementation of the award. All other revenue or in-kind support must be explained. Please include budget line items such as personnel costs, operating expenses associated with daily functions, equipment/supplies, staff support and training.
  - b. Complete and accurate budget forms that include a detailed budget narrative for each proposed line item must be included. The budget narrative must include a description of the cost and show the calculation of how the cost was derived.
  - c. Please refer to the Policies and Procedures Manual for Local Management Boards, Section V for unallowable costs:  
<https://goc.maryland.gov/wp-content/uploads/sites/8/2018/03/LMB-Manual-01-01-2018.pdf>
  - d. Cost(s) incurred prior to the award of the grant will not be funded.
  - e. Two (2) extra points will be assigned by the evaluation committee if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy. Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy.

<u>Evaluation Criteria Categories</u>	Maximum Score
<p><b>Organizations Capacity:</b> Has the organization clearly articulated their capacity and history of developing, implementing and operating projects of a similar nature?</p>	2
<p><b>Discussion of Need:</b> Is the problem clearly defined? Is the need clearly identified? Is the target population clearly identified? Will this program directly impact the children, youth and families in Worcester County?</p>	8
<p><b>Narrative:</b> Is there clear discussion on how the program will utilize the <b>Bounce Back</b> evidence-based models in development? Is there a clear indication of how the program will impact <b>youth between K and 5th grade, who:</b></p> <ul style="list-style-type: none"> <li>○ have experienced some sort of trauma</li> <li>○ are exhibiting unusual behavioral health concerns</li> <li>○ have been labeled “handle with care” to the school system by local law enforcement/child protective services</li> </ul> <p>Is there a detailed and comprehensive programmatic plan, spanning from intake to discharge? Is there a robust and comprehensive outreach plan? Are partners identified? Is there an obtainable timeline for implementation, including usage of funds? Are sustainability plans discussed?</p>	14
<p><b>Worcester:</b> Is the agency located within Worcester County? Is there clear discussion on how the agency will provide services to all areas of Worcester County?</p>	4
<p><b>Race Equity:</b> Is there a commitment to providing an equitable program across all races, genders and demographics? Is there a clear discussion of how a focus on racial equity will inform implementation and outcomes based upon local data?</p>	4
<p><b>Two-Generation:</b> Does the program clearly articulate how the program/strategy will provide interventions directed at both the parent(s) and their child(ren)/youth? Does the program demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family?</p>	4
<p><b>Budget:</b> Does the budget include projected expenses? Is there a budget narrative that includes a description of the cost and the calculation of how the cost was derived? Cash Match?</p>	6
<p><b>Total</b></p>	42

## Budget

A maximum award of **\$150,000** is available for the Bounce Back program.

Proposals must include projected expenses for an 8-month program beginning in November 1, 2022 running through June 30, 2023. The grant period for this funding is from the awarding of this grant through June 30, 2023, with a possibility of an extension. Monies not expended or committed by the end of the funding period will not be transferable to other line items and will be subject to return to the LMB.

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

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

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

Two (2) extra points will be assigned by the evaluation committee if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy. Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy.

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**FY23 Proposed Budget**

DESCRIPTION	FY23 Project Budget			
	LMB Budget	Non-LMB funds that Directly Support the Project (Cash Only)	Total	Detailed Budget Narrative - Show Calculations that Support How Expenses Were Derived
<b>Budget for FY23 Grant: <a href="#">Bounce Back</a></b>				
Salaries			<b>\$0</b>	
Fringe Costs			<b>\$0</b>	
Communications			<b>\$0</b>	
Postage			<b>\$0</b>	
Business Travel			<b>\$0</b>	
Training			<b>\$0</b>	
Conferences/Conventions			<b>\$0</b>	
Utilities			<b>\$0</b>	
Advertising			<b>\$0</b>	
Accounting/Auditing			<b>\$0</b>	
Legal			<b>\$0</b>	
Consultant (other than Legal & Accounting/Auditing)			<b>\$0</b>	
Supplies			<b>\$0</b>	
Equipment			<b>\$0</b>	
Insurance			<b>\$0</b>	
Rent/Mortgage			<b>\$0</b>	
Printing/Duplication			<b>\$0</b>	
Professional Dues/Publications/Subscriptions			<b>\$0</b>	
IT Systems/Repairs/Maintenance			<b>\$0</b>	
Vehicle Operating (other than Insurance)			<b>\$0</b>	
<b>TOTAL Budget</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	