



ADVERTISEMENT

Proposal Solicitation – Needs Assessment for Children, Youth and Families

Worcester County is seeking proposals from individuals or organizations to develop a Needs Assessment for children, youth, and families in Worcester County in conformity with the requirements contained herein Proposal Documents.

Proposal Documents for the above referenced project may be obtained from the Worcester County Commissioner's Office by either e-mailing the Procurement Officer, Nicholas Rice, at nrice@co.worcester.md.us or by calling 410-632-1194 during normal business hours, or via the County's Bids page on the County's [website](#). Vendors are responsible for checking this website for addenda prior to submitting their bids. Worcester County is not responsible for the content of any Proposal Document received through any third party bid service. It is the sole responsibility of the vendor to ensure the completeness and accuracy of their Completed Proposal Documents.

A pre-proposal meeting will be held virtually via Google Meets on April 11, 2024 at 2:00pm. The last day for questions will be noon on April 23, 2024. Sealed Proposal Documents are due no later than 2:30pm on May 1, 2024 and will be opened in the Office of the County Commissioners, Worcester County Government Center – Room 1103, One West Market Street, Snow Hill, Maryland 21863.

Late Proposal Documents will not be accepted.

Minority vendors are encouraged to compete for award of the solicitation.

Nicholas W. Rice, CPPO, CPPB, NIGP-CPP
Procurement Officer
Worcester County, Maryland

WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY

REQUEST FOR PROPOSALS (RFP):
Needs Assessment
for children, youth, and families in Worcester County, MD

Release Date: March 28, 2024

Proposal Due Date: May 1, 2024 at

2:30pm

Request for Proposal

Request for Proposal Overview

The Worcester County Local Behavioral Health Authority is seeking proposals from qualified individuals/entities to perform a Needs Assessment that captures needs, gaps, and services within the Worcester County community, specifically for children, youth, and their families. The funding for this Needs Assessment comes from the Behavioral Health Administration, and is contracted through the Worcester County Local Behavioral Health Authority (WCLBHA).

Objective

The WCLBHA is seeking proposals from qualified individuals/entities to determine needs, gaps and resources for Worcester County's children, youth, and their families through completion of a Needs Assessment. The ultimate goal of this Needs Assessment is to determine what type of program would best meet the needs of youth/families in Worcester County in the future (with a program budget of roughly \$40,000-\$50,000).

This Needs Assessment should capture not only the overarching themes within the county through quantitative data analysis, but also needs through qualitative data. The chosen individuals/entities should have a strong background in leading strategic planning sessions, analyzing data, and working with a variety of stakeholders, including community members, government agencies and individuals with lived experience. Preferred individuals/entities will have a background mapping the unique needs of children, youth and families involved in a variety of systems of care. An understanding of behavioral health and/or the service array of Worcester County is also preferable.

Key Components

The Worcester County Local Behavioral Health Authority wants to better understand the challenges that face children, youth and parent(s)/guardian(s) when it comes to accessing services and resources, including but not limited to the following:

- Behavioral Health Services
- Medical Health Services
- After School Resources
- Childcare Resources
- Early Intervention Services (birth to 5 years old)
- Stable Access to Food
- Stable Access to Housing
- Job Development/Consistent Employment
- Risk Factors for Juvenile Legal Issues

Award Specifications

- This award will fund projects up to \$48,204 (to include indirect costs, administrative fees, and incentives).
- The award will be for the time frame of July 1, 2024 - Oct. 31, 2024. If you do not believe the desired timeline listed is feasible, propose a modified timeline with justification for changes.

Data Sources

The WCLBHA believes that it is important to utilize existing quantitative data sources both at the local, state and federal level in order to produce an informed assessment of the community. Additionally, the chosen individual/entity will be required to collect a variety of qualitative data from sources which could include hosting town hall meetings, conducting community interviews, and hosting meetings for government/community agencies to produce a comprehensive assessment.

Desired Qualification of Agency

Strong candidates include individuals/entities that have proven expertise in analysis of administrative data, use of publicly available datasets, measurement tool development, quantitative and qualitative data collection and analysis, synthesis of various data sources into concise recommendations, and clear communication of complex data findings.

Desired qualifications include:

- Strong knowledge & insight with existing community data and needs assessments;
- Demonstrated ability to access, analyze, and interpret publicly available datasets;

- Demonstrated ability to gather stakeholders to garner a broad range of community voices;
- Demonstrated ability to analyze and synthesize large sets of quantitative and qualitative data into clear findings;
- Demonstrated ability to design and conduct effective data collection;
- Demonstrated cultural competency;
- Experience developing formulas/processes to weigh various data points to rank findings;
- Experience working with rural community data;

Please note, that this is a competitive, open Request for Proposal (RFP) process with preference given to professionals near or local to the Worcester County, MD region.

Proposal Requirements

Calibri, 12-point font, double-spaced, outline format, is required for proposals. The cover page should be a stand-alone page and each bulleted item below should be a denoted heading within the proposal, with sub-headings used as appropriate.

- Cover Page:
 - Please provide a cover page that includes:
 - Applicant name
 - Full mailing address
 - Email address
 - Phone number & name of the primary contact person
- Statement of Qualifications/Organizational Capacity
 - Please provide a brief response to each of the following questions. Feel free to include additional relevant information that highlights how you will fulfill the desired qualifications listed above. Limit your response to two typed pages.
 - Describe any relevant experience that will make you a good candidate to conduct this needs assessment.
 - Describe your level of knowledge and expertise as it relates to quantitative and qualitative data management and collection, synthesis of large datasets, and communication of complex data findings.
 - Describe any experience developing formulas or processes to rank/prioritize data findings based on various data components.
- Organizational Chart
 - If the proposer is not a single individual, provide an organizational chart that identifies each member of the entity involved with the project. The chart should identify who will be the primary contact on the project, the organizational structure of the team, and the specialty and title of each team member. Include all individuals, employees, or sub-contractors who would be utilized on the project.
- Proposed Approach
 - Describe your approach to conducting the needs assessment and produce the desired deliverables outlined in the specifications. The response should be no more than six typed pages and should include:
 - Proposed project plan, including process and methodology to conduct needs assessment according to the LBHA's specifications;
 - Identify the specific, existing data sources that will be used to leverage existing needs assessments, reports, and available datasets;
 - Outline a plan to gather community voice and key stakeholder perspectives, including proposed stakeholders to include and data collection methods;
 - Include plan to gather qualitative data representative of community members from Worcester County;
 - Outline a plan to identify the most prevalent needs within Worcester County that impact children, youth and their families;
 - Create recommendations for services that will reduce youth risk behaviors/juvenile legal issues/recidivism;
 - Outline a plan to incorporate a racial equity framework that will determine how needs are experienced by different racial groups;

- Describe the process that will be used to incorporate all data sources to create a list of prioritized needs that addresses all desired key components;
 - o Proposed project timeline to complete review of existing data, new data collection, analysis, ranking of findings, and initial presentation of final assessment by October 31, 2024. If you do not believe the desired timeline listed is feasible, propose a modified timeline with justification for changes.
- Budget
 - o Estimated cost to complete the project, including the name, title, rate per hour and estimated number of hours for all personnel and indirect costs including travel. Please include any in-kind resources you/the entity is willing to provide. Consider providing a narrative or justification of the budget as appropriate.
- References and Work Samples/Case Studies
 - o Provide at least two references for previous projects, ideally that are similar in nature and/or scope to this project. Applicants may also provide links to work products like this project.

Evaluation Criteria

The following rubric will be used to determine the Individual/entity for the Needs Assessment.

<u>Evaluation Criteria Categories</u>	Maximum Score
<p>Qualifications & performance record, including demonstrated knowledge, skills, and experience:</p> <p>Does the individual/entity have relevant experience conducting projects of similar size and scope?</p> <p>Does the individual/entity demonstrate extensive experience with quantitative & qualitative data collection and management?</p> <p>Does the individual/entity demonstrate experience synthesizing large data sets and communicating complex data findings?</p> <p>Has the individual/entity previously developed processes or formulas to rank/prioritize data findings from various sources?</p> <p>Has the individual/entity demonstrated a level of cultural competence?</p> <p>Does the individual/entity have experience working with rural data?</p> <p>Did the individual/entity provide references or work samples/case studies show capacity and competence to complete this project?</p>	14
<p>Proposed methodology and timeline:</p> <p>Did the individual/entity identify a comprehensive set of available data sources to understand community needs according to specifications?</p> <p>Did the individual/entity provide a clear and feasible plan to collect identified key stakeholder perspectives, including a way to gather community perspective?</p> <p>Did the individual/entity outline a clear, effective method to identify the most prevalent needs within the community?</p> <p>Did the individual/entity outline an effective method to incorporate racial equity lens (identifying the difference in how needs are experienced by varying racial groups)?</p> <p>Does the proposed methodology meet the timeline requirements, or does it provide compelling justification of a reasonably modified timeline?</p> <p>Does the individual/entity identify partners needed to complete the assessment?</p>	12
<p>Worcester:</p> <p>Is the agency located within Worcester County?</p> <p>Is there clear discussion on how the agency will address all areas of Worcester County?</p>	4

Budget: Does the budget include projected expenses up to \$48,204? Is there a budget narrative that includes a description of the cost and the calculation of how the cost was derived? Cash Match?	6
Total	36

Submission

Proposals are due no later than 2:30pm on **May 1, 2024** submissions will not be considered. One (1) original, and five (5) hard copies must be submitted to:

Worcester County Administration
ATTN: **Nicholas Rice** Procurement Officer
Room 1103 Government Center
One West Market Street
Snow Hill, MD 21863-1195
410-632-1194

Pre-Proposal Meeting

A Pre-proposal meeting will be held on April 11, 2024 at 2:00pm. This meeting is recommended but not mandatory. This meeting will be held virtually via Google Meets (see below). If you plan to attend, please contact Nicholas Rice, nrice@co.worcester.md.us.

Additionally, questions must be submitted in writing via email no later than noon on April 23, 2024 to nrice@co.worcester.md.us.

Pre Proposal Meeting via Google Meets

Thursday, April 11 · 2:00 – 3:00pm

Google Meet joining info:

Video call link: <https://meet.google.com/gup-smiy-eab>

Or dial: (US) +1 267-553-4496 PIN: 310 955 529#

More phone numbers: <https://tel.meet/gup-smiy-eab?pin=3786062003944>

Selection Timeline

RFP Release Date March 28, 2024

Pre-Proposal Meeting April 11, 2024

Proposal Due Date May 1, 2024

Anticipated Awarded Notification May 21, 2024

Anticipated Contract Start Date: July 1, 2024

Needs Assessment Due to the Worcester LBHA by October 31, 2024

SDAT GOOD STANDING REQUIREMENT: Individual/entity s conducting business with the Worcester County Local Behavioral Health Authority will need to be registered with the [Maryland Department of Assessments and Taxation \(SDAT\)](#), and be in good standing.

Agencies interested in reviewing this RFP may request an electronic copy from nrice@co.worcester.md.us.

The Worcester County Local Behavioral Health Authority reserves the right to negotiate budget specifics, including but not limited to total allocation for the contracted party.