

Queen Anne's County
Local Management Board

COMMUNITY PARTNERSHIPS FOR CHILDREN AND FAMILIES



Request for Proposals
FY2022 Needs Assessment and Strategic Plan

Letter of Intent to Apply due: November 1, 2021
Bid Submission date: November 19, 2021

QALMB@qac.org

Department of Community Services
104 Powell Street
Centreville, MD 21617

Background

Local Management Boards coordinate child and family services in each of the counties in which they operate. Maryland's *Policies and Procedures Manual* for Local Management Boards requires each LMB to have a needs assessment that "gathers information from the community regarding current problems, community strengths, available programs, services and resources." The needs assessment is considered "crucial to the success of the LMB in coordinating services within the jurisdiction to eliminate fragmentation and duplication while fulfilling its mandate to create an effective system of services, supports, and opportunities that improve outcomes for children, youth and families," according to the manual.

Each LMB shall complete a community needs assessment every three years, or sooner, prior to developing and updating the strategic plan. In fiscal year 2022, the Queen Anne's County LMB, also known as the Community Partnerships for Children and Families, is required to conduct a needs assessment and update the strategic plan. Through the Community Partnership Agreement with the Governor's Office of Crime Prevention, Youth, & Victim Services, the QACLMB was awarded \$18,450 for this project and is now accepting proposals from eligible professionals with relevant experience to complete the needs assessment and strategic plan.

Local Management Boards are required to operate utilizing the Results Based Accountability framework and the "Turn the Curve" process as the basis with which to measure efforts and gauge effectiveness of initiatives and programs in the county. The needs assessment should thoroughly investigate local resources, partnerships, gaps in service, needs and more, as they relate to the eight child wellbeing Results and the correlating Indicators identified by the Governor's Office. A "result" is defined as a condition of wellbeing desired for the community, and an "indicator" as a data measure of the extent to which the result is being achieved. The eight Child Well-Being Results with which LMBs should focus efforts include: 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; and Families are Economically Stable. Corresponding indicators can be found on page (5).

Objective

The LMB seeks a thorough collection of data from child and family-serving public and private agencies in the community including stakeholders and community partners with a specific effort to obtain feedback from populations who are often difficult to reach. Community resource mapping should be included, noting the services within the full continuum of care from all. The project will identify community strengths, gaps in services, and should include all relevant data. Information regarding subgroups is to be included, namely, minorities, low-income residents, non-English speaking residents, from various county zip codes. The vendor will examine data and the causes and forces that are affecting each indicator and forecast where the indicator is headed if changes are not made.

The information obtained from the community needs assessment will be used by the LMB to identify on which Results and Indicators to prioritize and focus efforts and funding in the coming years. An evidence-based strategic plan secures better futures for all children and families, including those most often left behind and in need of services. The vendor should advise and make suggestions based on the assessment outcomes, group feedback, and their expertise to develop the

final product with a ten-year visionary plan that outlines three years of strategic objectives going forward.

Deliverables

While completing this project the consultant shall work with staff and members of the LMB's Strategic Planning Committee to develop a work plan to complete the project. This shall include a project timeline, list of specific task requirements, assignment of responsibility for each task, estimated hours required to complete each task, and cost to perform each task.

The vendor will plan, conduct, and facilitate data collection, sharing collected data for analysis and interpretation. The vendor will prepare a draft document outline for review by designees and will coordinate with designated parties to finalize the outline based on discussion and interpretation of data and feedback received. The vendor will provide regular updates on progress, receive feedback, and direction in regard to the advancement of the project and document development. The vendor should include in its bid a sample timeframe for delivery of each of the suggested sections below which may include but are not limited to:

1. Background and History
 - a. Purpose of the document, introduction, LMB's goal
 - b. Review of previous LMB strategic plans and needs assessments' data
2. Data Collection
 - a. Review updated information sources provided by committees, LMB staff, and various sources located throughout the community
 - b. Research datasets not included or available via the LMB (e.g., state/local agencies' most recent facts and/or compilations of facts and internet research)
3. Data analysis and interpretation
 - a. Interpret data received and make recommendations for specific information or facts to be listed and/or highlighted in the document, including creating a data development list for future reference
 - b. Note trends in data, consistent themes, and connect strategies to featured data
 - c. Include any other relevant information as part of data analysis/interpretation that is requested by the LMB's committee members or staff (possibly drawn from the work plan or through updates of the work plan)
 - d. Include visuals, graphs, charts from scorecards or elsewhere, and pictures for incorporation into the final proof to the graphic designer
4. Develop a robust dashboard which can regularly collect annual data on a reoccurring basis after the initial report is completed.

The vendor will be required to develop a strategic plan (detailed in another Memorandum of Understanding) which is aligned with the LMB's needs assessment and results from the LMB planning, meetings, documents, correspondence, etc. A written final draft of the strategic plan will be incorporated into the final copy of the needs assessment and presented to the LMB. A final completed report in an electronic format along with one print (hard) copy of the document will go to a graphic designer for final layout and publication.

Bid Submission Details

- November 1, 2021 - A **Letter of Intent to Apply** is due by close of business. Please email a Letter of Intent to Apply to QALMB@qac.org. This should include the business name, contact name, phone number, email address, and a simple statement indicating intent to apply. This ensures we can contact all interested applicants should RFP information be updated. An LMB employee will confirm receipt of Intent within two business days. If you do not receive an email, please call the LMB office to confirm receipt, 410-758-6677.
- November 19, 2021 - Sealed bid is due by close of business. Submit one hard copy to the LMB either in person or by mail to Queen Anne's County Department of Community Services, 104 Powell Street, Centreville, MD, 21617.
- December 6, 2021 – Selected vendor will be notified of the selected bid on or before December 6.
- January 2022 – Anticipated contract and project start date expected.
- June 30, 2022 - Project completion by the end of the county fiscal year.

Questions regarding this RFP can be emailed to QALMB@qac.org. Additional information on Queen Anne's County Local Management Board, Community Partnerships for Children and Families and current plans/assessments can be found at <https://communitypartnerships.info/> and information on the Governor's Office can be found at <http://goccp.maryland.gov/children-and-youth/>.

The Local Management Board and/or the County Commissioners will award the proposal they determine to be in the best interest of the County, considering lowest or best proposal for available funds, quality of goods and work proposed, relevant experience, time of delivery or completion. The County reserves the right to reject any and all proposals, waive formalities, informalities and technicalities therein. The selected vendor will be required to sign a contract with the Local Management Board agreeing to adhere to specifications but does not hereby become an employee of the LMB and shall not be entitled to any benefits as an employee. The contractor will be required to acknowledge its duty to review and comply with good information management practices regarding confidential or health information.

All service records, reports, data, studies, or other materials in any form generated or arising from the use of state funds are the sole and exclusive property of the State. In accordance with federal and state law, the LMB and its vendors shall maintain the confidentiality of children and families served and shall not disclose the name or other identifying information about the child and/or family, including in its written or electronic correspondence with the Governor's Office or other entities, except as permitted by law.

Governor's Office of Crime Prevention, Youth, and Victim Services Results and Indicators for Child Well-being:

Babies Born Healthy

- Infant Mortality: The number of deaths occurring to infants under one year of age per 1,000 live births, for all infants, and for infants in selected racial groups.
- Births to Adolescents: The rate of births to adolescent females ages 15 through 19 per 1,000 in the age-specific population.
- Low Birth Weight: The percent of all births and births in selected racial groups with birth weight < 2,500 grams (approximately 5.5 pounds).
- Women with Prenatal Care in the First Trimester: The percent of all births and births in selected racial groups with prenatal care beginning in the first trimester.

Healthy Children

- Health Insurance Coverage: The percent of children who have health insurance coverage.
- Immunizations: The percent of children ages 19 through 35 months who have received the full schedule of recommended immunizations.
- Obesity: The percent of Maryland public school students in grades 9-12 who are overweight or obese.
- Hospitalizations: The nonfatal injury hospitalization rate for self-inflicted injuries to children ages 0-21 per 100,000 of the population.
- Depressive Episode: The percent of public school students in grades 6-8 and grades 9-12 reporting a depressive episode (felt sad or hopeless).
- Physical Activity: The percent of public school students in grades 6-8 and grades 9-12 reporting physical activity for 60 minutes in the last 7 days.
- Vapor Product Use: The percent of public school students in grades 6-8 and grades 9-12 reporting electronic vapor product use.

Children Enter School Ready to Learn

- Kindergarten Readiness Assessment (KRA): % Demonstrating Readiness: The percent of students who received "Demonstrating Readiness" on their composite, or overall, KRA score.

Children are Successful in School

- MCAP: Math: The average percent of public school students in grades 3 and 8 performing at or above Performance Level 4 on the Maryland Comprehensive Assessment Program.
- MCAP: Reading: The average percent of public school students in grades 3 and 8 performing at or above Performance Level 4 on the Maryland Comprehensive Assessment Program.
- Chronic Absenteeism: The percent of students enrolled in school at least 10 days who are absent for 10% or more days.
- MSAA: English: The percent of students in grades 8 and 11 scoring at or above Proficient on the English Multi-State Alternative Assessment.
- MSAA: Math: The percent of students in grades 8 and 11 scoring at or above

Proficient on the Math Multi-State Alternative Assessment.

Youth Will Complete School

- Educational Attainment: High School Graduate (Includes Equivalence): The percent of young adults ages 18 through 24 who have completed high school (includes equivalency).
- Four-Year Cohort Graduation Rate
- Program Completion of Students with Disabilities: The percent of students with disabilities who graduated with a diploma.

Youth Have Opportunities for Employment or Career Readiness

- Youth Employment: The percent of 16-19 year olds in the labor force who are unemployed.
- Youth Employment: The percent of 20-24 year olds in the labor force who are unemployed.
- Percent of High School Graduates Who Complete a Career and Technology Education (CTE) Program.
- Youth Disconnection: The Percent of Youth Not Working and Not in School: The percentage of youth ages 16-24 who are not enrolled in school and not working or not currently seeking employment.

Communities are Safe for Children, Youth and Families

- Crime: The rate of violent crimes committed per 1,000 persons.
- Hospitalizations: The nonfatal injury hospitalization rate for assault injuries to children and youth ages 0-21 per 100,000 of the population.
- Child Maltreatment: The rate of unduplicated children ages 0-17 with Indicated/Unsubstantiated child abuse/neglect findings (per 1,000).
- Juvenile Felony Offenses: The rate of referrals, per 100,000 youth ages 11 through 17, for felony offenses including both violent and non-violent charges.
- Lead Levels: The percent of children under 72 months of age with confirmed blood lead levels (BLL) $> 5 \mu\text{g/dL}$.
- Out-of-Home Placements: The rate of children placed in out-of-home placements per 1,000 children ages 0-18.

Families are Economically Stable

- Child Poverty: The percent of children under age 18 whose family income is equal to or below the federal poverty threshold.
- Homelessness: The percent of children enrolled in the public school system who lack a fixed, regular, and adequate nighttime residence or who are awaiting foster-care placement.
- Percent of Families Spending $> 35\%$ Income on Housing (Rent and Utilities).
- Percent of Families Spending $> 35\%$ Income on Housing (Mortgage and Utilities).

Boards may prioritize local indicators on which to focus in addition to State indicators.