



Worcester County's Initiative to Preserve Families

The Local Management Board

FY 2025 Request for Needs Assessment

Release Date: March 17, 2025

Deadline for Submission: April 7, 2025 at 2:30pm

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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.

Purpose

The Purpose of this Request for a Needs Assessment, Worcester County's Initiative to Preserve Families (Worcester County Local Management Board) and the Board of Directors are seeking proposals for Fiscal Year 2026 from providers able to develop and implement a comprehensive assessment focusing on generational poverty, cradle to career education, healthy families and ensure Worcester County's families are safe and thriving.

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 six (6) 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.

Proposal Specifics

The LMB Board of Directors is asking that interested parties develop a robust, succinct and concise proposal for the development of a Needs Assessment for Worcester County, focusing on generational poverty, cradle to career education, and ensure Worcester County's families are safe and thriving.

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.

The Board of Directors reviewed local, state and national data available for children living in poverty and food insecurity. This led to the decision to fund a needs assessment that would target communities that have experienced some sort of food insecurity, those that are experiencing poverty, and those that have

a correlation between education and generational poverty. 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 communities are safe and economically supportive, they will be more successful from the cradle to career. Since traumatic experiences such as food insecurity often leave individuals feeling isolated and alone, one of the significant benefits of this program is the focus on community-based needs where individuals can overcome concentrated and generational poverty. In this needs assessment, we envision identifying the needs of families who are experiencing food insecurity, financial stress and developing the educational/financial skills necessary to build resilience from their adverse experiences.

The Needs Assessment Project implementation will be expected to begin mid-April 2025 to September 30, 2025. For this approximately 6-month project, the maximum amount available is \$100,000. This is a one-time-only grant agreement, with no possibility of extension past September 30, 2025.

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. 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.

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

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

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;

Selection Schedule

Release of RFP: **March 17, 2025**

Pre-proposal meeting will be held on **March 26, 2025 at 2:30pm** via Google Meets

Pre-Bid Meeting, Needs Assessment

Wednesday, March 26 · 2:30 – 3:30pm

Time zone: America/New York

Google Meet joining info

Video call link: <https://meet.google.com/vve-gfya-hkg>

Or dial: (US) +1 813-618-7583 PIN: 939 586 074#

More phone numbers: <https://tel.meet/vve-gfya-hkg?pin=7112126420200>

RFP due to the Worcester County Administration: **April 7, 2025 at 2:30pm**

Interested parties must submit one (1) unbound original and five (5) unbound copies of their proposal to the Worcester County Government by the established deadline. All copies of the Proposal Documents and any other documents required to be submitted with the Proposal Documents will be enclosed in a sealed envelope and will be identified with the project name: **WORCESTER COUNTY'S LOCAL MANAGEMENT BOARD FY2026 NEEDS ASSESSMENT PROPOSAL.**

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
Procurement Officer
Worcester County Government Center
One West Market Street, Room 1103
Snow Hill, MD 21863**

Internal Evaluation Meeting: **April 8, 2025**

County Commissioners meeting to submit vendor(s) selected: **April 15, 2025**

Chosen vendor(s) will be contacted by: **Email, no later than April 17, 2025.** A follow up meeting will then be scheduled. Vendors are expected to be ready for implementation by **April 21, 2025.**

Questions and Requests for RFP Documents

Agencies may submit questions and requests for an electronic copy of the RFP to the County's Procurement Officer, Nicholas Rice, via email at nrice@co.worcester.md.us

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 the 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: 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, representatives from the United Way, etc.

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 have 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.

Submission Details

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.

1. Cover Page (1 page max)
 - a. Please provide a cover page that includes:
 - i. Applicant name
 - ii. Full mailing address
 - iii. Email address
 - iv. Phone number & name of the primary contact person
2. Summary of Qualifications & Organizational Capacity (2 pages max)
 - a. Please provide a brief response to each of the following. Feel free to include additional relevant information that highlights how you will fulfill the desired qualifications.
 - i. Describe any relevant experience that will make you a good candidate to create

- and implement a Needs Assessment
 - ii. Describe your level of knowledge and expertise as it relates to promoting community needs assessments, including means of communication and outreach
 - b. Organizational Chart
 - i. 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.
3. Proposed Approach (3 pages max)
- a. Describe your approach to creating, implementing and promoting a community needs assessment, including a plan data to share the results with the LMB. The response should be no more than 3 typed pages and should include:
 - i. Proposed project plan, including process and methodology to create a poverty focused community needs assessment;
 - ii. Provide a robust outreach/communication plan to promote needs assessment to the community;
 - iii. Outline a data sharing plan to provide quantitative and qualitative data at the conclusion of the needs assessment
4. Timeline (1 page max)
- a. Provide a detailed outline of the community needs assessment. Ensure that consideration is given to reviewing previous and ongoing assessments, analyzing the most effective method of distribution to the community, and most efficient reporting options for the data collected. The LMB is requesting that the chosen vendor complete 1 poverty focused community needs assessment by September 30, 2025. If you do not believe the desired timeline listed is feasible, propose a modified timeline with justification for changes.
5. Budget (1 page max)
- a. 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.
6. References and Work Samples/Case Studies (2 pages max)
- a. 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.

<u>Evaluation Criteria Categories</u>	Maximum Score
Organizations Capacity: Is there a history of creating/implementing community needs assessments? Was an Organizational Chart/description provided?	2
Proposed Approach: Is there a clear/commitment to creating/implementing a poverty focused community needs assessment? Is there a clear and robust outreach plan?	4
Timeline: Is there a clear timeline for the project? Is there a commitment to provide a poverty focused community needs assessment with a complete data report before September 30, 2025?	4
Worcester: Is the agency located within Worcester County? Is there clear discussion on how the agency will gather qualitative and quantitative data in all areas of Worcester County?	4
Budget: 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?	4
Total	18

Budget

A maximum award of **\$100,000** is available for the Needs Assessment.

Proposals must include projected expenses for an approximated 6-month budget, beginning mid-April 2025, and ending September 30, 2025. 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))

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FY26 Needs Assessment Proposed Budget				
DESCRIPTION	FY26 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
Budget for FY26 Grant: Needs Assessment				
Salaries			\$0	
Fringe Costs			\$0	
Communications			\$0	
Postage			\$0	
Business Travel			\$0	
Training			\$0	
Conferences/Conventions			\$0	
Utilities			\$0	
Advertising			\$0	
Accounting/Auditing			\$0	

Legal			\$0	
Consultant (other than Legal & Accounting/Auditing)			\$0	
Supplies			\$0	
Equipment			\$0	
Insurance			\$0	
Rent/Mortgage			\$0	
Printing/Duplication			\$0	
Professional Dues/Publications/Subscriptions			\$0	
IT Systems/Repairs/Maintenance			\$0	
Vehicle Operating (other than Insurance)			\$0	
TOTAL Budget	\$100,000	\$0	\$0	