

**Wicomico County Purchasing Department
125 N. Division Street, Room B-3
Salisbury, Maryland 21801**



REQUEST FOR PROPOSAL

PROJECT: Truancy Absenteeism Program REBID

DEPARTMENT: Wicomico Partnership for Families and Children

VENDOR:

NAME:

ADDRESS:

PROPOSAL OPENING:

DATE:

Friday, October 22, 2021

TIME:

2:30pm

Summary

Wicomico Partnership for Families and Children with funding from the Governor's Office for Children has allocated funding for a Truancy-Absenteeism Program. The Truancy-Absenteeism program will focus on prevention of absenteeism with at risk students or intervention with students already experiencing chronic absenteeism. Wicomico Partnership for Families and Children is issuing a request for proposals to perform the following work:

Truancy-Absenteeism

<u>Funding Level:</u>	Up to \$65,000.00
<u>Contract Period:</u>	July 1, 2021 to June 30, 2022
<u>Eligibility:</u>	Any licensed, certified or incorporated agency, professional individual with a specialization or organization, public or private, who can demonstrate the ability to successfully carry out the project, is eligible to apply. Experience, credibility, and accountability within the specialized field must be demonstrated. Must be in compliance with the laws regarding conducting business in the State of Maryland.
<u>Submission Instructions:</u>	<u>Wicomico County requires all proposals to be sealed. Proposals are to be received no later than the date listed above by 2:30 PM at Wicomico Purchasing Department located at 125 N. Division St., Room B-3, Salisbury MD, 21801. Include one original with 4 copies. As well as an electronic copy provided on a flash drive.</u>
<u>Deliverables:</u>	All items listed under Proposal Content, Excel Budget Sheet, Performance Measures, Resumes and Job Descriptions.
<u>Strategic Goal:</u>	Opportunity Youth
<u>Result Area:</u>	Children are Successful in School & Youth Will Complete School
<u>Indicator(s):</u>	Truancy, Educational Attainment
<u>Point of Contact:</u>	Nicholas Rice Wicomico Purchasing Department 125 N. Division St. Room B-3 Salisbury, MD 21801 purchasing@wicomiconcounty.org Phone: 410-548-4805
<u>Questions:</u>	Please direct questions to point of contact, above. Email preferred. All questions will be answered in writing and delivered to any party that may be submitting a

RECOMMENDATIONS:

proposal.

If you are considering submitting a response to the RFP, please advise our office so that we can send you updates and other information as necessary.

PROPOSAL COVER SHEET

Organization Name: _____ FEIN: _____

Office/Department: _____ Project Name: _____

Address: _____

City, State, Zip: _____

Amount Requested: \$ _____ Number of Participants: _____

Complete each line under personnel, if one person is in multiple roles list them individually in each row. Do not leave information blank or write “same as”.

Personnel	Name	Phone	Email
Organization Director			
Project Manager			
Project Finance Manager			
Other: _____			

Authorizing Signatures: *I hereby certify that to the best of my knowledge all information contained in this proposal is accurate and complete, that this is a valid proposal, and that I am legally authorized to sign and to represent this organization.*

Authorized Signature

Date

Printed Name and Title

Introduction

Wicomico Partnership for Families and Children, at the direction of the Wicomico Local Management Board, identifies priorities and target resources for the local community. The primary focus is to increase local authority to plan, implement, and monitor children and family services. We serve as the coordinator of collaboration for child and family services. We bring together local child-serving agencies, local child providers, clients of services, families, and other community representatives to empower local stakeholders in addressing the needs of and setting priorities for our community. As an important tool in meeting these goals, this solicitation seeks an organization or organizations which provide programming that addresses truancy and absenteeism in elementary-aged children.

A. Discussion of Priority Area and selected Evidence-Based Practice

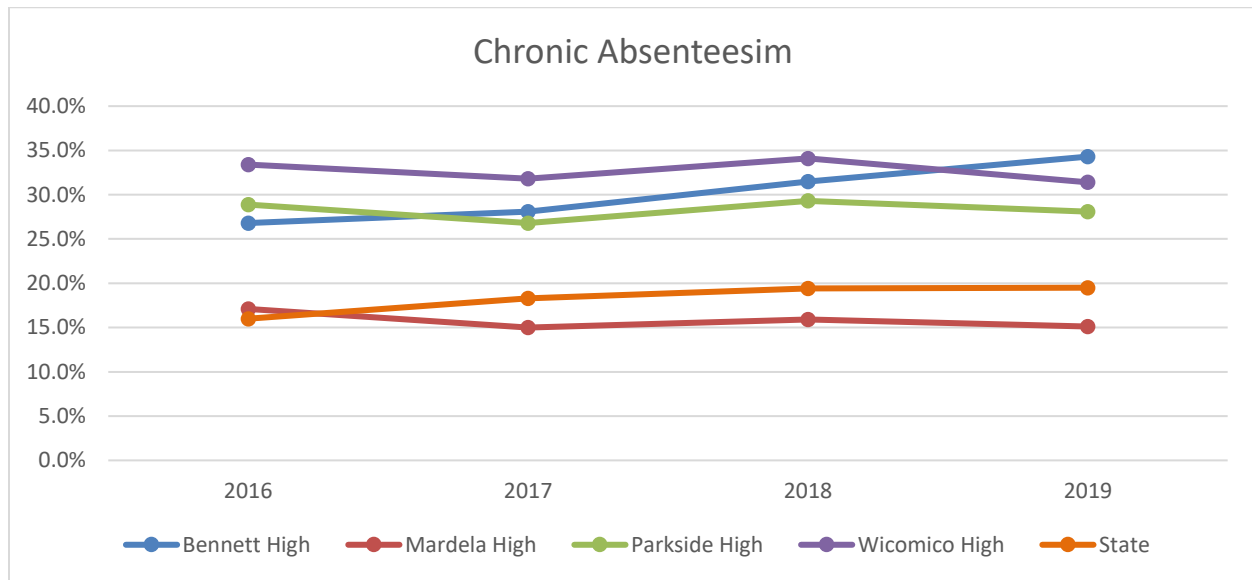
Wicomico Partnership for Families and Children (WPFC) recently developed its [Community Plan](#), which serves as the organization's three-year strategic roadmap. During development of the plan, WPFC identified school absenteeism as an area of concern. The number of students chronically absent¹ from school exceeds the state average in three of the four county high schools. Furthermore, the number of students absent for more than twenty days² in a school year exceeds the state average in all four high schools. Rates in both categories are trending upward at Bennett High School. Due to the potential that high absenteeism could be impacting graduation rates, WPFC's board (Wicomico Local Management Board) decided to focus resources on programming that addresses students' behaviors before they are in full crisis.

The target population for this RFP will focus on the students attending elementary schools that are in the feeder pattern for the three high schools located in Salisbury which include Bennett High, Parkside High and Wicomico High. Because elementary years are when the routines, habits, and patterns are formed that can last for many years, this strategy puts emphasis on early interventions to truancy so that behaviors can be addressed prior to the students' Middle and High School years. Studies show that students are more likely to be successful in school, have higher test scores and higher graduation rates when they attend school regularly. Conversely, students with chronic absenteeism are less likely to read on grade level by third grade, more likely to drop out of school, and if they drop out, more likely to experience poor adult outcomes (employment, health, criminal justice).

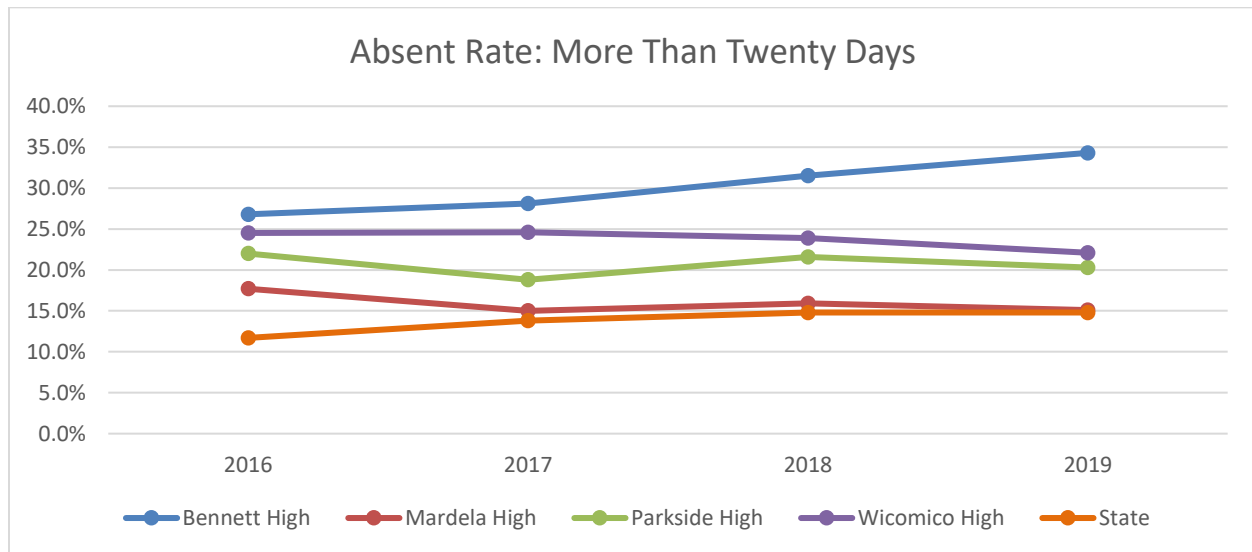
¹ The chronic absenteeism measure identifies the number of students who are expected to attend school for at least 10 days and who were absent 10% or more of the school days while enrolled at that school. For example, a student who is registered to attend a school for 30 days and who is absent 3 of those 30 days is considered chronically absent. Chronic absenteeism includes absences that are both lawful (excused) and unlawful (unexcused).

² Maryland's absentee rate is the percentage of students absent from school for one or more days between the first day of the school year and the last day of the school year.

There are many program models/designs addressing school attendance that may be chosen by the successful applicant. It will be the responsibility of the respondent to thoroughly describe the proposed programming.



Source: Maryland Public Schools Report Card, <https://reportcard.msde.maryland.gov>, Chronic Absenteeism (2016 - 2019)



Source: Maryland Public Schools Report Card, <https://reportcard.msde.maryland.gov>, Absentee Rate More than 20 Days Trend Data (2016 - 2019)

B. Target Population

- a. Wicomico County Public Schools elementary students who
 - i. will eventually attend Bennett High School, Parkside High School, and/or Wicomico High School; and
 - ii. are at risk of truancy/absenteeism or are already experiencing chronic absences.

C. Scope of Work

- a. The vendor will collaborate with Wicomico County Public Schools based on the funded program parameters. In addition to possible school-site based involvement, community activities may also be included.
- b. Specific program/strategy will be proposed by the successful applicant based on the information provided in Section A and within the requirements of the RFP. In addition, the program must include two or more of the following best practices in absenteeism and truancy programs:
 - i. Multi-generational strategies to include parents/grandparents/other family members. Families would commit to the involvement and may be engaged with events like monthly family meals, individual resource planning, and forums focused on ACES/trauma.
 - ii. Teacher-parent and teacher-student strategies.
 - iii. Youth Engagement Strategies to enhance meaningful engagement in programming.
 - iv. Mentoring focused on school engagement.
- c. Program Director and program staff must have extensive training in their field, maintaining certifications as needed.
 - i. Staff changes must be reported to Wicomico Partnership for Families and Children within 48 hours.
 - ii. Staff representing the organization will attend all mandatory meetings and participate in any technical assistance provided by Wicomico Partnership for Families and Children.
 - iii. Background checks and fingerprints will be maintained by program and for all staff/volunteers working with children.
 - iv. Program must be in compliance with all federal, state, and local guidelines relative to working with children in individual or group environments.

D. Race Equity:

- a. **All programs and strategies must incorporate intentional efforts to address race equity.**
- b. Include a minimum of the following: Include a discussion of how a focus on racial equity will inform the implementation and evaluation of the program/strategy.
- c. Indicate what training, if any, staff and volunteers have undergone for the

purposes of increasing general cultural competence and identifying unconscious bias.

E. Reporting Requirements:

- a. Monthly financial (with supporting documentation) reports for each month shall be submitted no later than the 10th of the following month for reimbursement.
- b. Performance Measures using the form which will be provided:
 - i. July, August, September DUE October 10th
 - ii. October, November, December DUE January 10th
 - iii. January, February, March DUE April 10th
 - iv. April, May, June DUE July 10th
- c. Site Visits will be completed quarterly by staff representing Wicomico Partnership for Families and Children.
- d. A sign-in sheet must be completed for each session and maintained in a notebook with other site documents.
- e. All required documentation for annual monitoring will be kept in a notebook. The notebook and all documentation in it will be provided to Wicomico Partnership for Families and Children, as requested.
- f. Photos should be taken throughout the funding period to document youth projects/activities. Photo releases must be obtained from parent (s)/legal guardian (s) for any projects/youth being photographed that may include use by Wicomico Partnership for Families and Children.
- g. A waiver from an audit requirement may be requested by February 1st, 2022.
- h. Required written approval. A budget modification or request for modification in expenditures must be submitted and approved by the Director of Wicomico Partnership for Families and Children for proposed changes in the following categories and/or line items, unless otherwise specified in the Memorandum of Understanding, whenever:
 - i. The vendor needs to make any personnel line item change
 - ii. Budget modifications in any other category do not require a written budget modification; however, a written request for modifications in expenditures must be submitted. Approval is required before changes in expenditures can be made.

F. Format

- a. All proposals must be double spaced, 12pt. font, numbered, and must use one-inch margins throughout. Proposal should be ordered according to the prescribed convention. Proposals that fail to meet these requirements may be rejected.
- b. The proposal and all copies should be on standard size (8½" x 11") paper of regular weight.

G. Proposal Content – Please see attached Scoring Rubric

- a. COVER PAGE
- b. ABSTRACT- (not to exceed 250 words) Should be a summary overview of the applicant's total grant proposal
- c. ORGANIZATIONAL CAPACITY- (not to exceed 2 pages) Provide a brief overview of the relative history of the applicant relating to the specific focus of the experience and capability. Describe any experiences that demonstrate an ability to attain the objectives of the RFP
- d. NARRATIVE- (Not to exceed 10 pages) The Narrative is your opportunity to convince the review panel that your project is sound and deserves to receive funding. The Narrative must be succinct and clear. The review panel needs to understand quickly and easily the components of your project and how they work together to address the requirements of this request.
 - i. Avoid jargon and define all acronyms.
 - ii. Proofread the narrative once it is complete.
 - iii. Check for style inconsistencies, redundancies, factual omissions, and unexplained assumptions.
 - iv. A good strategy is to let someone unfamiliar with the project read and critique the proposal before you submit it; be as detailed as possible.
 - v. Experience, credibility, and accountability must be demonstrated.
 - vi. The narrative justifies and describes the proposed site to be implemented based around the aforementioned requirements.
- e. THE NARRATIVE SHOULD ADDRESS THE FOLLOWING:
 - i. Program overview. Include a clear description of how each item under *Section C. Scope of Work*, will be addressed.
 - ii. Description of how the program will meet the Race Equity requirements listed in *Section D. Race Equity*.
 - iii. Clearly defined objectives.
 - iv. Recruitment and retention plan for the target population(s) listed in *Section B. Target Population*
 - 1. How will students be identified?
 - 2. From which schools will students be recruited?
 - 3. What is the rationale/data behind this target?
 - 4. How will students be identified as at risk of truancy/absenteeism?
 - 5. How many students will participate?
 - v. Explanation of what curriculum/best practices will be used; identify which of the required strategies listed in *Section C (b)* will be utilized. Demonstrate knowledge of evidence-based methods or best practices.
 - vi. Demonstrate a commitment to and understanding of confidentiality and how it will be maintained.
 - vii. Explain how the mandatory Performance Measures will be collected.
 - viii. Add any additional measures the program will collect and how they will

- be collected or a statement that no additional measures will be collected.
- ix. Quality Assurance Mechanism(s).
- x. Staff qualifications and credentials (attach resumes and/or jobs description and hiring requirements).
- xi. Provide a timeline of the program and how the program funds will be expended by the end of the fiscal year.
- xii. Sustainability: explain how this effort would continue should funding be reduced or eliminated.
- f. DETAILED BUDGET (Excel template is attached)
 - i. Reasonable, realistic, and matches goals of program.
 - ii. Written justification/narrative of budget projection that matches budget.
- g. EXTRA POINTS
 - i. Applicants may earn up to three extra points towards their total scores if the proposal addresses one or more of the following (one point for each area addressed):
 1. Two-Generation Approach: The proposal clearly demonstrates simultaneous interventions directed at both parents and their children/youth.
 2. Multi-Lingual: The proposal clearly demonstrates a plan to provide services and resources to non-English speakers.
 3. Cash Match/In-Kind: The proposal clearly demonstrates that the vendor has a cash match or in-kind funds which go towards directly supporting the program.

See attached Scoring Rubric sheet in Appendix D.

H. Narrative Budget

Each budget item that is requested in the excel spreadsheet must be itemized in the narrative of this application. Describe what is needed under each category and for what purposes.

Personnel	This category is reserved for staff that would utilize salary and benefits which may include health insurance, taxes, social security. Please use line item labeled "Fringe Costs" for costs that are not salary. Use salary line item only for salary.
Operating Expenses	This category is reserved for line items associated with costs needed for operating the program.

Travel	This category is reserved for line items associated with Mileage (allowable cost is \$.58/mile/IRS Rate 2019), Registration Fees, Hotel, and Conferences/Conventions.
Contractual Services	This category is reserved for line items for Trainings, Consultants, Legal, and/or Accounting/Auditing.
Equipment	This category is reserved for office equipment needed to operate the program.
Other Direct Cost	This category is reserved for expenses that do not meet the existing categories. Some examples of “other” may be: Training Materials needed to implement program, Program Supplies, Professional Dues/Publications/Subscriptions, Office Supplies, and Food.

See attached Excel Budget Template in Appendix B. This is a template, you can modify the template to include items needed that have not been listed previously. You can also omit line items that you will not utilize.

I. Grant Awards and Conditions

The submission of a proposal does not, in any way, guarantee an award. The grants available through this process will be funded as one-time only awards and will be disseminated according to the timeline outlined in this document. Wicomico County Partnerships for Families and Children will notify the applicant of the outcome of the review process. Applicants whose proposals are selected for an award will receive technical assistance from the WPFC as necessary to finalize performance measures and budgets prior to the execution of a formal grant award.

Grant awards will be issued by WPFC and must be fully-executed prior to the disbursement of funds.

The conditions attached outline the basic terms and requirements for the use of funds provided for activities covered by this RFP.

Please see attached Wicomico County, Maryland Standard Terms and Conditions (Appendix A) cited below.

J. Evaluation and Selection Process

- a. All Vendors are advised that in the event of a receipt of adequate number of Proposal Documents which, in the opinion of the County, require no clarification and/or supplementary information, such Proposal Documents may be evaluated without discussion. Hence, Proposal Documents should be initially submitted on the most complete and favorable terms which Vendors are capable of offering the County.
- b. After identifying the short list of the most qualified Vendor(s) based on the evaluation criteria, representative(s) may be required to clarify their Proposals by making individual presentations to the evaluation committee.
- c. The County may enter into negotiations with Vendors and invite best and final offers as deemed to be in the best interest of the County. Negotiations may be in the form of face-to-face, telephone, facsimile, e-mail or written communications, or any combination thereof, at the County's sole discretion.
- d. Vendors are strongly advised not to prepare their Proposal submissions based on any assumption or understanding that negotiations will take place. Vendors are advised to respond to this Request for Proposals fully and with forth-rightness at the time of Proposal submission.
- e. Vendors are strongly cautioned not to contact elected officials or members of the evaluation committee. All questions and comments should be directed through the Purchasing Department. Inappropriate efforts to lobby or influence individuals involved in this selection may result in dismissal from further consideration, at the County's sole discretion.

K. Attach:

- a. Cover Sheet with Authorized Signature
- b. Proposal content
- c. Appendix B - Excel Budget
- d. Appendix C – Mandatory Performance Measures
- e. Resume(s) and/or Job Descriptions

Appendix A

WICOMICO COUNTY MARYLAND STANDARD TERMS AND CONDITIONS

The provisions below are applicable to all Wicomico County ("County") contracts. These provisions are not a complete agreement. The provisions must be attached to an executed document that identifies the work to be performed, compensation, term, incorporated attachments, and any special conditions.

This document and the Contract are intended to be complementary. If the terms and conditions and the Contract conflict, then the Contract will prevail.

The term "Contract" includes a document entitled "agreement" or other title denoting a contract. The Wicomico County Executive is the person authorized to enter contracts for Wicomico County.

Amendment. This Contract is the entire agreement between the parties. All other prior communications related to this Contract are superseded by this Contract. No amendment to this Contract is binding unless in writing and signed by the parties.

Bankruptcy. Upon the filing of a bankruptcy proceeding by or against the Contractor or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors:

- A. The Contractor must notify the County immediately; and
- B. The County may cancel the Contract or affirm the Contract and hold the Contractor responsible for damages.

Compliance with Law. The Contractor warrants that:

- A. The executed Contract will be a valid obligation enforceable in accordance with its terms;
- B. Contractor will perform in a workmanlike manner and in accordance with applicable professional standards;
- C. Contractor is qualified to do business in the State of Maryland and that it will remain qualified;
- D. Contractor is not behind in the payment of any obligations due to the County and that it will not become behind during the term of this Contract;
- E. Contractor will comply with all applicable federal, State, local laws, regulations, and ordinances; and
- F. Contractor will obtain, at its expense, all licenses, permits, insurance, and governmental approvals needed to perform its obligations under this Contract.

Contingent Fee Prohibition. The Contractor warrants that it has not directed

anyone, other than its employee or agent, to solicit this Contract and that it has not promised to pay anyone a commission, percentage, brokerage fee, contingent fee, or other consideration contingent on the making of this Contract.

Counterparts and Signature. This Contract may be executed in several counterparts, each of which may be an original and all of which will constitute the same instrument. Unless otherwise specified by the County, this Contract may be signed in writing or by electronic signature, including by email. An electronic signature, a facsimile copy, or computer image of this Contract will have the same effect as an original signed copy.

Force Majeure. The parties are not responsible for delay or default caused by fire, riot, acts of God, County-declaration-of-emergency, or war beyond their reasonable control. The parties must make all reasonable efforts to eliminate a cause of delay or default and must, upon cessation, diligently pursue their obligations under the Contract.

Governing Law. This Contract is governed by the laws of the State of Maryland and Wicomico County.

Indemnification. The Contractor will indemnify the County, its officers, agents, and employees from all liability, penalties, costs, losses, damages, expenses, causes of action, claims, or judgments (including Attorney's fees) resulting from injury to or death of any person or damage to property of any kind, which injury, death, or damage arises out of, or is in any way connected with the performance of the work or failure to perform its obligations under this Contract.

This obligation applies to any acts, omissions, or negligent conduct, including acts or omissions of Contractor's agents or employees, except that it is not applicable to injury, death, or damage to the property arising from the sole negligence of Wicomico County, its officers, agents, or employees.

Independent Contractor.

- A. Contractor is an "Independent Contractor." Although the County may determine the delivery schedule for the work and evaluate the quality of the work, the County will not control the means or manner of the Contractor's performance. The Contractor will comply promptly with County requests relating to the emphasis to be placed on aspects of the work. But Contractor is responsible for determining the appropriate means and manner of performing the work.
- B. Contractor warrants that Contractor is not an employee of the County, is not currently employed by the Federal Government, and is not an officer, employee, or agent of the County.
- C. Contractor is responsible for all federal or state taxes applicable to any compensation or payments paid to Contractor under this Contract. Contractor

is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation paid to Contractor.

- D. Contractor agrees to immediately provide the County notice of any claim made against Contractor by any third party. Contractor also agrees not to assign to any third party, without the County's written consent, any obligation of the County to indemnify Contractor for any actions under this Contract.

Insurance Requirements.

- A. Contractor must obtain and keep in effect Commercial General Liability Insurance in the amounts listed below for its activities and operations. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED". A copy of the certificate of insurance must be filed with the County prior to the time this Contract is executed, providing coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$500,000 for property damage. Coverage must be written on an occurrence form.
- B. Contractor must obtain and keep in effect, automobile insurance on all vehicles used in this Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations of any owned or hired automobiles used by Contractor in connection with the Contract. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED".
- C. Contractor must provide the County with a certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required by Maryland law in effect for each year of this Contract.
- D. All insurance policies must have a minimum 30 days' notice of cancellation. The County must be notified immediately upon cancellation or restriction by the insurance company of any insurance policy referred to in this section.
- E. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

Nondiscrimination. Contractor may not discriminate against any worker, employee, or applicant because of religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability. Contractor agrees that this provision will be incorporated in all subcontracts related connection to this Contract.

Ownership of Documents and Materials; Intellectual Property.

- A. The Contractor agrees that all documents, including reports, drawings, studies, specifications, estimates, maps, photographs, designs, graphics, mechanicals, artwork, or computations prepared for this Contract will be available to the County upon request and become the exclusive property of

the County upon termination or completion of the services. The County has the right to use the documents without restriction or without additional compensation to the Contractor. The County will be the owner of the documents for the purposes of copyright, patent, or trademark registration.

- B. If the Contractor obtains, uses, or subcontracts for any intellectual property, then it must provide an assignment to the County of ownership or use of the intellectual property.
- C. The Contractor must indemnify the County from all claims of infringement related to the use of any patented design, device, materials, or process, or any trademark or copyright, and must indemnify the County, its officers, agents, and employees with respect to any claim, action, costs, or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment, or services covered by this Contract.

Payments. Payments to the Contractor pursuant to this Contract will be within 30 days of the County's receipt of a proper invoice from the Contractor. If an invoice remains unpaid 45 days after the invoice was received, interest will be charged at a rate of 6% per year.

Records. Contractor must maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles. Contractor must maintain any other records pertinent to this Contract in a manner that clearly documents Contractor's performance. Contractor agrees that the County and its agents can all records of the Contractor that are relevant to this Contract. All relevant records must be retained by Contractor and kept accessible for at least three years after final payment, termination of this Contract, or until the conclusion of any audit, controversy, or litigation related to this Contract, whichever is later. All subcontracts must comply with these provisions.

Remedies.

- A. **Corrections of errors, defect and omissions.** Contractor agrees to perform work necessary to correct errors, defects, and omissions in the services required under this Contract, without undue delays and without cost to the County. The County's acceptance of the work will not relieve the Contractor of the responsibility of subsequent corrections of errors.
- B. **Set Off.** The County may deduct from any amounts payable to the Contractor any back-charges, penalties, or damages sustained by the County, its agents, or employees caused by Contractor's breach. Contractor will not be relieved of liability for any costs caused by a failure to satisfactorily perform the services.
- C. **Cumulative.** These rights and remedies of County and Contractor are cumulative and without waiver of any other rights or remedies.

Responsibility of Contractor.

- A. The Contractor must perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services.
- B. Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Contractor will be responsible for the accuracy of any work, design, drawings, specifications, and materials furnished by the Contractor under this Contract.
- C. If the Contractor fails to perform the services in conformance with the standard set forth in subparagraph A above, then it must, if required by the County, perform at its own expense any service necessary for the correction of any deficiencies or damages resulting from the Contractor's failure. This obligation is in addition to any other remedy available to the County.

Severability/Waiver. If a court finds any term of this Contract to be invalid, the validity of the remaining terms will not be affected. The remaining terms will be construed as if the Contract did not contain the invalid term. The failure of either party to enforce any term of this Contract is not a waiver by that party.

Subcontracting or Assignment. The Contractor may not subcontract or assign any part of the Contract without the prior written consent of the County. The County has the right to withhold consent for any reason the County deems appropriate.

Substance Abuse and Drug Testing. Contractors and its employees are subject to the County's policy on substance abuse and drug testing for the use, possession, or sale of drugs or alcohol while performing County business or while in a County facility. Violation or refusal to cooperate may result in a ban from County facilities or from participating in County operations.

Survival. The terms, conditions, representations, and all warranties contained in this Contract survive the termination or expiration of this Contract.

Termination. If the Contractor violates any provision of the Contract, the County may terminate the Contract by written notice to the Contractor. The notice will specify the cause for termination. All finished or unfinished work provided by the Contractor will, at the County's option, become the County's property. The County will pay the Contractor fair compensation for satisfactory performance that occurred before termination less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages.

Termination of Contract for Convenience. Upon written notice, the County may terminate the Contract, in whole or in part, when the County determines termination is in the County's best interest. Termination for convenience is effective on the date specified in the County's written notice. The County will pay for reasonable costs

allocable to the Contract for work or costs incurred by the Contractor up to the date of termination. But the Contractor will not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

Termination of Multi-year Contract. If funds are not available for any fiscal period of this Contract after the first fiscal period, then this Contract will be cancelled automatically as of the beginning of unfunded fiscal period. The effect of termination of the Contract will be to discharge both the Contractor and the County from future performance of the Contract but not from their rights and obligations existing at the time of termination. The Contractor will be reimbursed for the reasonable value of any non- recurring costs incurred but not amortized in the price of the Contract. The County will notify the Contractor if it has knowledge that funds are not available for the continuation of this Contract for a fiscal period beyond the first period.

Third Party Beneficiaries. The County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives any benefit or right to third persons unless individually identified by name and expressly described as intended beneficiaries of the terms of this Contract.

Time is of the essence. Time is of the essence in Contractor's performance of each and every obligation and duty under this Contract.

Use of County Facilities. Contractor and its employees or agents have the right to use only those facilities of the County that are necessary to perform the services under this Contract. County has no responsibility for the loss, theft, disappearance of or damage to equipment, tools, materials, supplies, or other personal property of Contractor or its employees, subcontractors, or agents which may be stored on County premises.

Whole Contract. This Contract constitutes the complete and exclusive statement of the Contract between the parties relevant to the purpose described and supersedes all prior agreements or proposals, oral or written, and all other communication between the parties relating to the subject matter of this Contract.

APPENDIX C: MANDATORY PERFORMANCE MEASURES

Performance Measure (Subject to change per state contract)	For Percentages, Indicate the Numerator and Denominator (NUM/DEM)
What/How Much We Do:	
# of youth served	
# of parents engaged in services	
How Well We Do It:	
#/% youth completing the program	NUM: # of youth completing program DEN: # of youth completing intake
#/% of parents satisfied with the program	NUM: # of parents satisfied DEN: # of parents completing survey
Is Anyone Better Off?	
#/% of youth with decreased absenteeism	NUM: # youth with fewer absences than the previous school quarter DEN: # of youth participants
#/% of parental attendance in targeted activities	NUM: # of students with one or more family members who attends targeted activities (unduplicated; measured for each activity) DEN: # of students enrolled in program

Who will be responsible for gathering the evaluation data for your organization?
Describe the process for gathering data for the project.
Will you collect any other performance information?

APPENDIX D

WICOMICO PARTNERSHIP FOR FAMILIES AND CHILDREN

REQUEST FOR PROPOSALS
APPLICATION REVIEW AND RECOMMENDATION

Applicant _____

Reviewer _____

Proposal Application _____

Date _____

	Range of Points						
Proposal Content	Poor	Weak	Adeq.	Good	Excell.	Actual Points	Comments
1. Abstract (5) <ul style="list-style-type: none"> Does not exceed 250 Words 0-1 Is a summary overview of the applicant's total grant proposal 0-4 	1	2	3	4	5		
2. Organizational Capacity (10) <ul style="list-style-type: none"> Provided history of capacity relative to grant 0-5 Experience and capability demonstrated and adequate 0-5 	0-2	3-4	5-6	7-8	9-10		
3. Programming Implementation (25) <ul style="list-style-type: none"> Plan for classes & sample schedule in appendices, virtual component 0-3 Description of how each item under "Scope of Work" will be met 0-15 Target Population- 	0-5	6-11	12-17	18-23	24-25		

APPENDIX D

<p>recruitment plan and methods to serve to target number) 0-5</p> <ul style="list-style-type: none"> Partner with other Wicomico County agencies. 0-2 							
<p>4. Personnel (15)</p> <ul style="list-style-type: none"> Vendor qualifications 0-5 Staff qualifications/ requirements (if necessary, if no staff, add these points automatically) 0-5 Resumes and/or job description and requirements 0-5 	0-3	4-7	8-10	11-13	14-15		
<p>5. Soundness (25)</p> <ul style="list-style-type: none"> Sustainability Plan 0-5 Clearly Defined Objectives 0-3 Relevant Research Support 0-2 Sample Schedule is balanced and reasonable 0-3 Maintenance of confidentiality 0-3 Quality assurance mechanisms in place 0-4 Performance measures (How all measures will be addressed, any additional measures that are 	0-5	6-11	12-18	19-22	23-25		

APPENDIX D

proposed) 0-5							
6. Fiscal Management Capability (20) <ul style="list-style-type: none"> Budget is reasonable and realistic 0-5 Budget matches goals of program 0-7 Budget Narrative is detailed and calculations match the budget 0-8 	0-5	6-10	11-14	15-18	19-20		
7. Extra Points (up to 3) <ul style="list-style-type: none"> Two Generational Approach 0-1 Multi-Lingual 0-1 Cash Match/In-Kind 0-1 							
TOTAL 100 points							

Proposal Content Definitions