



OFFICE OF THE LOCAL CHILDREN'S BOARD

HOWARD COUNTY DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES

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Howard County Office of the Local Children's Board FY24 Request for Proposal Enrichment Programming for Summer Scholars

As part of the Howard County Department of Community Resources and Services (DCRS), the Office of the Local Children's Board (LCB) is dedicated to ensuring that all children, youth, and families in Howard County have what they need to succeed, regardless of zip code, ethnicity or income level. The board facilitates a collaborative approach to providing support to children, youth, and families to ensure they grow and thrive.

LCB, in partnership with the Howard County Public School System (HCPSS) has implemented Summer Scholars for five years. The Summer Scholars program has provided academic enrichment and socio-emotional enrichment and will continue in July 2023.

The LCB is seeking proposals from youth development providers to deliver the four-week **socio-emotional enrichment for 100 middle school students grades 6th-8th**. The applicant will be responsible for the operation of the enrichment portion of the program. Examples of enrichment activities offered in the past were theatre, culinary arts, photography, dance, cosmetology, sports and much more.

The submission deadline is 4:00 pm ET, Tuesday, March 14, 2023.

Background Information

Since 2018, LCB in collaboration with HCPSS and a community partner, has implemented the Summer Scholars Program to provide academic enrichment and social-emotional learning to middle school students attending the feeder schools of the lowest-performing high schools in the county who are in need of additional math support. The goal of the program is to ensure students successfully complete Algebra by the end of 8th grade. This benchmark is a leading indicator for successful transitions from middle to high school and increasing the likelihood of success in school and the completion of high school graduation and post-secondary success. Throughout the program, academic enrichment has included math intervention/preparation for middle school students focused on math. Knowing that a leading predictor of high school graduation is the successful completion of Algebra I by the end of a student's ninth-grade year, exposure to the concepts before the ninth-grade year better prepares students to complete Algebra I by the end of eighth grade. The program began at Oakland Mills Middle School and over the last five years has expanded to other schools. The academic portion of the program is provided by HCPSS staff members.

While we know that academic success is crucial for college and career readiness, social and emotional development is as important for preparing the whole child for success after high school. To infuse social-emotional learning, Howard County's Office of the Local Children's Board invests in an enrichment component to complement the academic instruction. All students will participate in the enrichment activities.

In the past, the program operated at Oakland Mills Middle School serving middle school students from Oakland Mills and Lake Elkhorn. This year, the program will expand to **100 middle school students from across the county**. The program runs for four weeks in July, exact dates TBD, operating between 12:00 pm to 4:00 pm at Harper's Choice Middle School. Meals and transportation are being provided by Howard County Public School System. Applicants will be required to attend co-planning meetings with HCPSS as well as an SEL training with Hello Insight. Applicants should build personnel time for these trainings into their budgets, but the cost of the

SEL tool and the training will be provided by the Local Children's Board.

Scope of Services

The Howard County Office of the Local Children's Board is seeking proposals from youth development organizations that provide high-quality evidence-based socio-emotional enrichment activities. We expect that any program applying to this RFP meets all the requirements included below.

1. Youth Development Framework

- Ability to provide high-quality and comprehensive socio-emotional enrichment programming to middle-school-aged youth.
- The program should incorporate best practices in youth development in its design and implementation.
- The program should be familiar with the national afterschool association's core competencies and/or other out-of-school time quality frameworks.
- The program must offer a variety of opportunities for youth to participate, as determined by youth voice, choice, and strength.
- Field trips can also be included in program design keeping in mind potential COVID restrictions.

2. Socio-Emotional Learning

- Familiar with CASEL Social Emotional Learning and competencies associated with Social-Emotional Learning.
- Organizations should have experience implementing programs that support positive social-emotional growth, particularly as it relates to positive youth development practices.
- The Office of the Local Children's Board is using CASEL's Social-Emotional Competencies as a framework for implementing the Hello Insight tool for evaluating social-emotional learning. In the proposal, please be sure to include examples that highlight familiarity and experience implementing and evaluating social-emotional learning.

3. Program Evaluation and Record-Keeping

- Ability to measure and evaluate the success of the program using socio-emotional frameworks.
- Use of program measures provided and creation of own to improve quality and inform programming.
- Use of Hello Insight as a measurement of socio-emotional growth and development during the program. The pre-test tool must be administered prior to the start of the program to inform program planning.
- The vendor will work in partnership with school staff to collect data from the school before, during, and after programming.
- Ability to maintain, record, and organize program records and materials using digital and paper formats.
- Ability to promote the program to school and community and maintain weekly attendance at 85%.

4. Staffing Requirements

- Staffing capacity to serve 100 youth maintaining a 1:15 ratio
- Staff coordinator and main contact for each site.

- CPR/First Aid Certified
- Completed FBI Background Checks
- A demonstrated commitment to equity through the elimination of disproportionate outcomes.
- Experience providing programming to middle-school-aged youth with varying levels of need and diverse backgrounds, abilities, and/or behaviors.
- Maintain cleanliness, safety protocols, and other measures for staff, students, families, and other community members regarding COVID-19.

5. Important Dates

- Ability to operate the program from the beginning to the end of July
- Ability to provide Daily programming from 12:00 pm to 4:00 pm
- Ability to have a site coordinator on site every day during afternoon program operation
- Program lead and/or staff must be available to attend supplementary events listed below:
- Partner Prep Meetings: May and June 2023
- Orientation: May 4th – 5:30 to 7:30pm at Harper’s Choice Middle School
- Training in collaboration with HCPSS staff: TBD May, June 2023
- Follow-Up Meeting: August 2023

Budget Information

Programs should provide a budget that includes costs related to the Scope of Work, as outlined above. In doing so, applicants are asked to provide a detailed cost breakdown that indicates hourly/daily rates, materials, and fees that are required to fulfill the scope of work per site. Be sure to include a budget narrative along with a detailed cost breakdown. Future funding is dependent on organizational performance, Local Children’s Board strategic priorities, and funds received by the Office of the Local Children’s Board.

Applications Must Answer the Following Questions

A. Organization Description:

1. Provide a concise overview of the organization and its history and previous and/or existing work that demonstrates the organization’s experience with similar work, preferably within Howard County.
2. Include a summary explaining why the organization is responding specifically to this RFP and all relevant organization contact information.

B. Youth Development & Social-Emotional Learning Philosophy and Equity

1. How does your organization and/or program view youth development and social-emotional learning for middle school students? Please include information, if not already implemented, on how CASEL may be included in your philosophy. Provide examples of ways that you train and evaluate staff to promote this philosophy.
2. Describe how your organization takes an equity lens to your work, the services you provide, and the youth you serve. Describe the organization will support staff in their work with the youth of diverse racial, socioeconomic, and ability levels.

C. Program Description:

Provide a detailed program description of the different enrichment activities your organization can implement. Describe the program in detail including, but not limited to:

1. Curriculum of socio-emotional support and alignment with youth development frameworks, such as CASEL, and how they will be used to address the challenges of the population using developmentally appropriate tools. Include any field trips or supplemental activities as well.
2. Sample schedule(s) based on grade level and enrichment activities for middle school students.
3. How you may work in collaboration with HCPSS to develop and implement the curriculum.
4. Interaction and communication plan with families and HCPSS.
5. Timeline and process for selecting staff.

D. Program Evaluation:

Required Performance Measures:

- i. Total number of youth served per site
 1. Disaggregate by race and gender by each site
 - ii. Number of youth per site attending at least 16 days per site
 1. Disaggregate by race and gender by each site
 - iii. % of youth attending 85% of the program days per site
 1. Disaggregate by race and gender by each site
 - iv. #/% of youth completing the social-emotional pre and post-test per site (Hello Insight)
 - v. #/% of youth demonstrating an increase in social and emotional growth per site
 1. Disaggregate by race and gender by each site
1. Brainstorm and describe how your organization will use Hello Insight and record-keeping to evaluate program measures.
 2. Please list any additional performance measures beyond the required measures your organization plans to collect.
 3. Describe what the organization needs from HCPSS to be successful in evaluating the success of this program.
 4. How will your organization use all of the performance measures and tools to improve programming?

E. Budget and Budget Narrative:

Please provide a detailed cost breakdown and narrative for the four weeks of programming using the budget template provided. Please include a detailed formula description in the budget narrative that describes the cost of each line item

F. Contact Information:

Each proposal must include names, titles, phone numbers, and email addresses for the persons serving in the following roles:

- Executive Director
- Fiscal person (person responsible for financial reporting)
- Designated program director per site (person responsible for the daily oversight of the program)
- Data Collection/evaluation (person responsible for collecting data and completing pre/posttest)

G. Provide a minimum of one letter of support.

Submission Information and Review Process

Submission and Questions

Applicants are required to submit proposals via email to lcb@howardcountymd.gov by **4:00 pm ET on March 1st, 2023**. Email submissions must be completed by the date detailed in this RFP. The deadline will be strictly enforced. Faxed, mailed, or hand-delivered proposals will not be accepted.

Questions may be submitted in writing via email to Kim Eisenreich **through March 10th, 2023**. **All questions must be in writing; telephone questions will not be answered.** All responses to submitted questions will be compiled and published on the [LCB website](#).

Review Process

A review panel will evaluate the responses based on the qualifications, background, experience, and apparent reasonableness of the applicant's budget. The Howard County Office of the Local Children's Board retains the right to negotiate the final proposed budget before selecting any respondent for an award.

If you need this document in an alternate format, contact Maryland Access Point of Howard County at 410-313-1234 (voice/relay) or map@howardcountymd.gov.

Key Dates:

February 14, 2023 – RFP released by Office of the Local Children's Board

March 10th, 2023 – Last day to submit questions

March 14th, 2023 – Proposals are due at 4:00pm

March 21st, 2023 – Award announcement