



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1356) - Intervention and Case Management for Youth of Incarcerated Parents in Washington County, Maryland

PRESENTATION DATE: September 12, 2017

PRESENTATION BY: Rick Curry, CPPO – Director of Purchasing and Stephanie Lapole, Grant Manager – Washington County Office of Community Grant Management (OCGM)

RECOMMENDED MOTION: Move to award the contract for the Intervention and Case Management for Youth of Incarcerated Parents program in Washington County, Maryland to the responsible proposer with the responsive proposal, **Potomac Case Management Services, Inc.**, of Hagerstown, MD in the amount of **\$100,000.00**.

REPORT-IN-BRIEF: The purpose of the service is to fulfill requirements of the County’s Community Partnership Agreement (CPA) for fiscal year 2018 with the Governor’s Office for Children (GOC). The services are to be performed during the contract period that commences upon contract execution and ends June 30, 2018 with an option by OCGM to renew the awarded contract up to (2) additional years through fiscal year 2020.

The Coordinating Committee was comprised of the following members: OCGM Director designee (Chairman Designee), County Buyer, OCGM Grant Manager, LMB Board Chairperson or designee, and LMB Community Planning and Review Committee Chairperson or designee. The RFP was advertised locally in the newspaper and on the County’s web site, as well as on the State’s “eMaryland Marketplace” web site. Notice of the RFP was e-mailed to those individuals/firms on the OCGM’s e-mail list. Sixty-five (65) persons/firms accessed the RFP document from the web site. Four (4) providers were represented at the pre-proposal conference.

DISCUSSION: N/A

FISCAL IMPACT: Funding from the Maryland Governor’s Office for Children in amount of \$100,000.00.

CONCURRENCES: Award as unanimously recommended by the Coordinating Committee.

ALTERNATIVES: N/A

ATTACHMENTS: Scope of Work (excerpt from RFP document).

AUDIO/VISUAL NEEDS: N/A



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PUR-1356
THE PROVISION OF INTERVENTION & CASE MANAGEMENT
FOR YOUTH OF INCARCERATED PARENTS

II. SCOPE OF WORK

After accessing the needs of the community and review of current data about school readiness, the Washington County Local Management Board has concluded that programming is necessary to impact this issue particularly among those youth whose parent(s) have been or are currently incarcerated. Research indicates that this population has increased risk of poor school performance. The Board wishes to fund a program that will coordinate with local law enforcement to provide school readiness/success resources along with case management to this population.

The program will specifically target youth ages 0-18 (along with their caregivers) with at least one parent currently incarcerated at the Washington County Detention Center (WCDC) or the Washington County Day Reporting Center (WCDRC). The selected contractor will work closely with both agencies to provide services including but not limited to family assessment, case management and referral to services. Parent/caregiver classes will be provided to include school readiness and parenting skills curriculum. The overall goal of the program is provide services to youth of incarcerated parents and their caregivers, recognizing the adverse impact parental incarceration may have on the family.

1. Staffing – Case Management Services may be provided by one or more Case Managers either on a full or part-time basis as long as the services meet the minimum requirement of 390 hours per quarter. A qualified applicant preferably has a Bachelor’s Degree or higher in a mental health or human services field with at least two years’ experience working with youth and families. Applicants with Bachelor’s Degrees in other fields or with Associates Degrees in mental health or human services field with at least four years’ work experience working with youth and families will also be considered. *Please note staff or employee leave time including but not limited to vacation, personal and sick leave will not be reimbursable under this project per GOC guidelines and policies.*
2. Collaborative efforts – Services must include strong agency and community collaboration and involvement. It will be required that the Contractor create and/or maintain a collaborative relationship with local law enforcement and service providers.

3. Coordination with local law enforcement – A Memorandum of Understanding between the Contractor and WCDC and WCDRC is required to be executed prior to the start of services. The service provider shall obtain all necessary malpractice and liability insurances in the amounts required by WCDC and WCDRC.
4. Referrals to Service – The Program will be accessible by all targeted youth and families (see POPULATION SERVED), allowing referrals from all law enforcement agencies (including WCDC and WCDRC) , school systems, service providers, and citizens.
5. Location of Services – Location of services should be in close proximity to the WCDC and WCDRC is preferred but not required.
6. Outreach – The success of this program will be dependent upon the target population being referred to it, therefore, outreach is an important component. The Contractor should ensure the target population and service providers are aware of the program.
7. Case Management – The Case Manager(s) will provide case management services, including (but not limited to) family assessment, referral services, family centered services, and follow up support as necessary to the youth and families served.
8. Training and Education – The Intervention and Case Management for Youth of Incarcerated Parents program will focus on two educational components: (1) preparing youth under 5 for school readiness and (2) ensuring school age youth are successful in school. To achieve these goals the program will offer training workshops in these subject matters at least quarterly.
9. Population Data Collection – In addition to program data, the contractor will be responsible for collecting local data/statistics on the target population of youth with incarcerated parents. This data will be used to determine the needs of the local population.
10. Program Data collection – The Contractor must collect and report indicator data and program outcome information as required by the Evaluation Contract executed with the Office of Community Grant Management. Data collection will be required through the duration of the program. The following data outcome measures are the minimum measures expected of the selected Contractor.
 - a. Number of hours of services provided per quarter
 - b. Number of school aged children served by program
 - c. Number of pre-school age children served by program
 - d. Number of families served by program

- e. Number of parents
- f. Number of caregivers
- g. Number and percent of classes provided to participants
- h. Number and percent of participants receiving a referral for additional services
- i. Number and percent of participants which would recommend the program to others
- j. Number and percent of caregivers/parents of pre-school age children participating in the program that feel confident they can help their child be prepared for kindergarten success
- k. Number and percent of caregivers/parents of school aged children participating in the program that feel services provided by the program will help improve their child's school performance.

These measures may be revised at the discretion of the OCGM and GOC.

A. Parameters of the Award of Funds

1. The maximum award of \$100,000 for the Intervention and Case Management for Youth of Incarcerated Parents program will begin on July, 2017 and end June 30, 2018 with an option by the OCGM to renew the awarded Contract for up to two (2) additional years through fiscal year 2020.
2. Renewal of this agreement is at the discretion of the Local Management Board and is contingent upon the following: 1) the continual award of funds from the GOC, 2) the performance of the Contractor and 3) the goals/outcomes desired by the GOC and OCGM.

III. POPULATION SERVED

- A. The program will provide services for youth ages 0-18 along with their parent/caregiver with at least one parent currently incarcerated at the Washington County Detention Center or Washington County Day Reporting Center. Youth and families of individuals who are transferred from the WCDC/WCDRC to other correctional facilities may participate in the program as long as they reside in Washington County.