



**HARFORD COUNTY PUBLIC SCHOOLS**

***REQUEST FOR QUALIFICATIONS (RFQ<sub>u</sub>)***

**20-BT-026**

**School Community Partnerships - Comprehensive Services**

Advertised on: June 9, 2020

Open Solicitation –No Closing Date

**HARFORD COUNTY BOARD OF EDUCATION**

**TECHNICAL  
SPECIFICATIONS**

**RFQu 20-BT-026 School Community Partnerships – Comprehensive Services**

**THIS SECTION SUPERSEDES ANY CONFLICTING OR DUPLICATIVE INFORMATION  
THAT MAY APPEAR ELSEWHERE IN THE RFQu PACKAGE.**

**PURPOSE OF REQUEST FOR QUALIFICATIONS**

1. The Board of Education for Harford County Public Schools (“HCPS”) is issuing this Request for Qualifications (RFQu) for the purpose of soliciting proposals for School Community Partners for various HCPS schools.
  2. The purpose for the solicitation is to create community learning centers that provide students and families with enrichment opportunities and services designed to complement existing academic and community programs.
  3. The priority for this solicitation will be to support organizations that:
    - a. Target students, adults, and families of a school community; and
    - b. Are aligned with the goals of school day instruction.
- 3.1 HCPS will partner with organizations that will build on students' academic success while strengthening the "whole child" by providing age and developmentally appropriate activities in the areas of academic, social, emotional and youth development activities. These opportunities would be offered before and after school, during the weekends, or during the summer months.
- 3.2 HCPS is vetting and approving community-based organizations (for profit and non-profit) entities that can provide high-quality age and developmentally appropriate programming for children and adults including character education, service learning, mentoring, family engagement, and physical/emotional wellness activities.

**CONTRACT PERIOD**

4. The contract term shall commence on TBD.

**CONTRACT DOCUMENT**

5. This RFQu and the agreed upon form of agreement shall serve as the contract. Proposers will be expected to sign the form of agreement (MOU, Professional Services Agreement, etc.) within **fifteen (15) business days** of contract award. If any proposer wishes to take exception to any provision of the agreement or the RFQu, all such exceptions shall be stated specifically and in writing. Proposers are further advised that under certain circumstances the provisions of a proposal can be subject to negotiation.

**SCOPE OF SERVICES**

- 6.1 6. The services may be provided at HCPS Schools. The proposer(s) may provide services after school, before school, during the weekend, and/or summer months.
- 6.2 The proposer(s) may offer a broad array of youth development activities. Some of those activities could include, but are not limited to: art; music; technology and computer programming; drama; dance and/or step programs; young men's leadership development and mentoring; young women's leadership development and mentoring; sports or fitness; STEM activities; and career exploration.

- 6.3 The proposer(s) may plan and implement Parent Engagement through Family Nights, led by the proposers' staff and/or partners. The proposer will also provide referrals to community resources to address identified needs including adult literacy, education, job training, parenting, technology and life skills, volunteerism, counseling, mentoring, and substance abuse or violence prevention programming as needed. The proposer will provide documentation of outreach services provided for families.
- 6.4 The proposer may support families and may conduct home visits, as necessary, to support student success and the needs of their families.
- 6.5 The proposer will ensure all staff and volunteers pass criminal background checks. The results of all background checks and fingerprinting required shall be provided to HCPS prior to commencing any work with HCPS students. The proposer will be responsible for the cost of background checks.
- 6.6 Any required General Liability Insurance will be covered by the Awardee and must be submitted to HCPS before the program begins.
- 6.7
- 6.8 Awarded proposer must arrange for (at their expense) each selected candidate to complete a criminal history background check, including fingerprinting. Such background check and fingerprinting shall meet the requirements of Section 5-560 to 5-569 of the Family Law Article of the Maryland Code. The results of all background checks and fingerprinting shall be provided to HCPS prior to commencing any work in schools pr with students and families.
- 6.8 Any indication of failure to meet Harford County Public Schools' standards for delivery of services or inappropriate billing practices (e.g. missed services, inability to maintain daily documentation) may be cause for immediate termination of the services.
- 6.9 Awardee(s) shall be responsible for all costs associated with programming.
- 6.10 The Awardee will be required to train all staff.
- 6.11 The Awardee shall comply with the policies and procedures of Harford County Public Schools at all times.
- 6.12 All student related records must be housed in the student's file at their current school location, and/or electronically filed with HCPS. No student related records are to be kept off HCPS property.
- 6.13 The safety and security of students, staff, and visitors is of the highest priority. During school hours, Community Partners must report to the main office, present photo identification and sign in when entering the building. School assigned visitor badges must be worn at all times. Use of Facility Procedures must be followed for building access after normal school hours.

## 7. School Community Partnerships – Comprehensive Services—Defined:

7.1 School Community Partnership - Shared responsibility and reciprocal process whereby schools and other community organizations engage students, adults, and families in meaningful and culturally appropriate ways to actively support learning and development.

Comprehensive Services – Full range of services which may be provided by a School Community Partner to include but not limited to the following:

- A) Mental Health Services
- B) Social Services
- C) Educational Services
- D) Health Services
- E) Substance Abuse Services

- F) Vocational Services
- G) Recreational Services
- H) Operational Services
- I) Mentoring Services

7.2 The following process is implemented for the purpose of supporting the needs of the school community and connecting Students and Families with Services:

- A) Identify Needs
- B) Establish Priorities
- C) Identify Resources
- D) Establish Partnerships
- E) Secure Funding
- F) Create Structure
- G) Connect Students and Families with Services

7.3 HCPS Comprehensive Services may include, but are not limited to the following:

A) Mental Health Services

Through a network of government, community, private, and nonprofit organizations, Mental Health Service professionals render services and programs that assess, diagnose, treat, and counsel in a professional relationship to assist an individual or group in alleviating mental or emotional illness, symptoms, conditions or disorders.

Mental Health Services may include, but are not limited to the following:

- Physicians
- Nurses who provide mental health services to patients
- Licensed social workers
- Chemical dependency counselors
- Licensed marriage and family counselors
- Psychologists

B) Social Services

Through a network of government, community, private, and nonprofit organizations, Social Services professionals render services and programs that improve the well-being of individuals, families, and communities in times of need. Social services beneficiaries are all assigned a social services professional to oversee their case to ensure their needs are met.

Social Services may include, but are not limited to the following:

- Financial assistance to pay for food, rent, and utilities
- Healthcare insurance and prescriptions
- Care for children
- Adoption and foster care services
- Job training
- Counseling and support for physical and emotional concerns.

C) Educational Services

Through a network of government, community, private, and nonprofit organizations, Educational Services professionals render academic intervention, instruction, and training services and programs before or after school, on weekends, or in the summer to meet the educational needs of students. Education services professionals provide a system of integrated services to students to enhance their educational environment.

Education Services may include, but are not limited to the following:

- Instruction, training, tutoring provided to students in a wide variety of subjects such as reading, language arts, and math.
- Food and/or accommodation services.
- Instruction delivered in diverse settings, such as the school, the home, or an alternative setting.
- Instruction delivered in diverse setting, such as correspondence, television, internet, or other electronic and distance learning methods.
- Instruction adapted to the needs of the student, such as sign language for teaching students with hearing impairments.
- Early childhood providers

#### D) Health Services

Through a network of government, community, private, and nonprofit organizations, Health Service professionals render medical care services to students, families, and communities in need. Services cover emergency, preventative, rehabilitative, long-term, hospital, diagnostic, primary, palliative, and home care. These services are centered around making health care accessible, high quality, and patient centered. Many different types of care and providers are necessary in order to offer successful health services.

Health Services Professional may include, but are not limited to the following:

- Physicians
- Nurses who provide mental health services to patients
- Licensed social workers
- Chemical dependency counselors
- Licensed marriage and family counselors
- Psychologists

Health Services may include, but are not limited to the following:

- Mental health care
- Dental care
- Laboratory and diagnostic care
- Substance abuse treatment
- Preventative care
- Physical and occupational therapy
- Nutritional support
- Pharmaceutical care
- Transportation
- Prenatal care

#### E) Substance Abuse Services

Through a network of government, community, private, and nonprofit organizations, Substance Abuse Services professionals render services to students, families, and communities to prevent and reduce the abuse of illegal drugs, alcohol, and tobacco. Services supports the provision of effective substance abuse treatment and recovery services.

F) Vocational Services

Through a network of government, community, private, and nonprofit organizations, Vocational Services professionals render services and programs to students, families, and communities to prepare low-income residents through job readiness classes, skills assessments, training in computer skills and financial literacy, job preparation and placement, and ongoing support for employment retention success. Service professional work to develop skills, identify educational opportunities, develop resumes and cover letters, practice before interviews, and secure and maintain employment.

Vocational Services may include, but are not limited to the following:

- Job readiness classes
- Cover letter and resume building
- Employer networking and job development
- Job application assistance
- Interview preparation, practice, and training
- Ongoing support through job placement
- Ongoing support for employment retention success

G) Recreational Services

Through a network of government, community, private, and nonprofit organizations, Recreational Services professionals render services or programs to students, families, and communities designed to provide or assist individuals to take advantage of individual or group activities directed towards promoting physical, cultural, and/or social development. Activities are pursued for leisure, entertainment, recreational pursuits, enjoyment, exercise, challenge, camaraderie, spiritual renewal, and to increase opportunities for new experiences and positive change from the stereotypical lifestyle.

Recreation activities may include, but are not limited to the following:

- Vocational skills development
- Leisure education
- Leisure networking
- Leisure resource development
- Physical education and sports
- Scouting and camping
- 4-H activities
- Music
- Dancing
- Handicrafts
- Art
- Recreation activity programs
- Athletic leagues
- Special events
- Environmental education programs

#### H) Operational Services

Through a network of government, community, private, and nonprofit organizations, Operational Services professionals render services or programs to students, families, and communities to offer labor, services and/or resources for the purpose of providing operational services to support programs offered to students and families. Operational services are designed to maximize the effectiveness of the program and/or supports the program while eliminating or supplementing costs.

Operational Services may include, but are not limited to the following:

- Transportation services
- Food services
- Staffing augmentation
- Professional development
- Technology services and products
- Facilities maintenance and operations
- School Safety and Security services (such as Gang Prevention Programs)
- Logistical support
- Educational programming

#### I) Mentoring Services

Through a network of experienced or knowledgeable community, private, and nonprofit organizations, Mentoring Services Organizations render services or programs that provides professional counseling and advise to students and/or adults within a school community. May provide guidance in areas related to health, social services, educational services, career planning, skills training, financial literacy, etc. Through Mentoring Services, a mentee receives guidance, motivation, and emotional support as necessary for setting goals and enabling growth.

Mentoring Services may include, but are not limited to the following:

- Traditional One-on-one Mentoring
- Group Mentoring
- Coaching

### 8. PROPOSAL EVALUATION & CONTRACT AWARD

A. Along with the fulfillment of the RFQu and any legal requirements and Proposer's proposal submissions, the following criteria will be utilized to evaluate those proposals:

- Recognition & suitability of proposer, proposer's name, appropriateness of proposed program and content.
- Overall ability of proposer's proposal to meet the desires and requirements of HCPS, including financial solvency.
- Overall financial value to HCPS. **(if applicable).**

B. HCPS reserves the right to request clarification of and/or additional proposal information that may be required for evaluation of proposals. As noted above, however, this does not include the negotiation of the terms of any proposal.

C. The contract, if awarded, will be awarded to the proposer whose proposal is deemed to be the most advantageous to HCPS based on the factors stated above.

D. Sealed proposals shall be evaluated and the proposer notified of the results.



## 9. TERMINATION OF CONTRACT

HCPS reserves the right to terminate the contract at any time during the contract period upon thirty (30) days written notice to Proposer, if the Proposer is in material breach of any obligation of the contract. Additionally, HCPS reserves the right to terminate the contract for its convenience upon 60 days' notice, or for its convenience upon 10 days' notice if it determines in its sole judgment that it no longer wishes to continue the association between the Proposer.

## 10. INQUIRIES REGARDING PROPOSAL REQUIREMENTS

- A. All inquiries and concerns regarding this RFQu, including requests to schedule appointments to visit a facility prior to submitting a proposal, **shall be directed in writing via email to:**

**Jennifer Horner, CPPB**  
**Procurement Agent**  
**EMAIL:** [Jennifer.Horner@hcps.org](mailto:Jennifer.Horner@hcps.org)

Heading on all inquiries must clearly state:

**"RFQu 20-BT-026 School Community Partnerships – Comprehensive Services"**

- B. If a proposer discovers any ambiguity, conflict, omission or other error in the specifications, proposer shall immediately notify the Purchasing Department of such error and request clarification of the document. Proposer understands that the only official answer or position of HCPS will be the one stated in writing by the buyer, or in their absence an authorized representative.
- C. If a proposal includes proprietary information the proposer may conspicuously mark each page of such information as "CONFIDENTIAL". If a request is made for any such material under the Maryland Open Public Records Act (FOIA), HCPS shall promptly relay such request to the proposer and ask whether the proposer consents to its release. If the proposer wishes HCPS to withhold consent and the requester initiates legal proceedings to compel disclosure, the proposer shall defend HCPS as to any such proceeding at its sole cost and expense and shall pay any and all fines, penalties, and counsel fees that may be imposed by anybody having jurisdiction.
- D. Proposals should be emailed to: [bids@hcps.org](mailto:bids@hcps.org)

Label Proposal -RFQu 20-BT-026 **School Community Partnerships – Comprehensive**

**Services.** E. For general questions, please send email to: [Jennifer.Horner@hcps.org](mailto:Jennifer.Horner@hcps.org)

## 11. ADDITIONALLY

- A. Proposer is to submit electronically a "Complete Original Proposal" that contains original signatures (no signature photocopies or signature stamps permitted) for HCPS analyzation purposes. Proposer must clearly identify the original proposal document.
- B. Only electronic submissions are acceptable.
- C. HCPS reserves the right to reject any or all proposals or not award a contract.

The balance of this page was intentionally left blank.

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School Community Partnerships

**PROPOSAL SUBMITTAL REQUIREMENTS**

**TAB 1**

Organization overview—A brief profile of the organization including:

- a. A brief history of the organization
- b. Brief explanation of the structure of the organization
- c. Total number of personnel
- d. Ownership interests
- e. Active venues of the organization (counties, states, etc.)
- f. Present status and projected direction of organization
- g. Designation of the legal entity by which the organization operates and documentation from the appropriate state's agency confirming the legal entity type (i.e., sole proprietorship, partnership, limited liability partnership, corporation, Limited Liability Corporation, etc.)
- h. Organization Background including Accomplishments

**TAB 2**

Experience of Personnel

- a. Number and location of key personnel who will provide services including Executive Support, Marketing, Sales, Sales Support, Account Payable, and Contract Management.
- b. The overall qualifications/resumes of the key personnel providing the service requested, including education and training, and experience in services herein addressed.

**TAB 3**

Statement of purpose or need (Project/Program Description)

- A. The Proposers approach and methodology of how the services herein addressed will be provided and submit any applicable artifacts.
- B. The Proposers implementation plan and market strategy to mobilize services.
- C. Proposer's Responsibilities
- D. Harford County Public Schools Responsibilities

**TAB 4**

References

Provide a minimum of three (3) reference letters from owner representatives for projects that your organization has provided or is providing services which are similar in scope to this RFP. Reference letters shall be current, dated within one (1) year of the proposal submittal date.

**TAB 5**

Students/Schools Served

Provide a list of the schools, including the student population served by the program being offered.

**TAB 6**

Success Outcomes for Students

**TAB 7**

Projected Timeline (start and end date)

**TAB 8**

Budget

- A. Funding source for program offering
- B. Funding source length of time (grant, federal funds, donations, etc.).
- C. Amount anticipated to fund program being offering

**TAB 9**

Request for use of facilities:    Yes     No

**RFQu 20-BT-026**

**School Community Partnerships – Comprehensive Services**

The undersigned has read the specifications of this RFQu and agrees to provide the services proposed by proposer. This proposal is subject to all the attached terms, conditions and specifications and we, hereby, agree to enter into a contract with the Board of Education of Harford County subsequent to contract award notification.

Proposals must be emailed to: [bids@hcps.org](mailto:bids@hcps.org) with (RFQu 20-BT-026 **School Community Partnerships – Comprehensive Services**) on the Label.

Please indicate the services being offered below.

Name/Type of Services	Targeted Group -- Elementary, Middle, High School, Adults or Families	Additional Information

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**Complete this page in full, sign and return with proposal.**

**Request for Qualifications  
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**PROPOSAL DOCUMENTS  
REQUIRED  
DOCUMENTATION**

All documents in this section shall be completed, signed and submitted with the proposal package.

## Harford County Public Schools

### Conflict of Interest Disclosure Form

**Note:** A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the evaluator(s)' or project manager's other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the evaluator(s) or project manager(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the award of a contract or contract evaluation panel. The evaluator or contract manager(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from contract evaluation process.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1. \_\_\_\_\_

2. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**HARFORD COUNTY PUBLIC SCHOOLS**

**EMPLOYMENT OF SEX OFFENDERS AND OTHER CRIMINAL OFFENDERS AFFIDAVIT**

I AFFIRM THAT:

I am aware of, and the business listed below will comply with, the following requirements of Section §11-722 of the Criminal Procedure Article, and Section §6-113 of the Education Article, Annotated Code of Maryland:

- A. Maryland Law requires sex offenders to register with the State and with the local law enforcement agency in the county in which they will reside, work, or attend school. An HCPS contractor agrees and acknowledges that it/he/she is prohibited from knowingly employing an individual to work at a school if the individual is registered as a sex offender pursuant to Section §11-704 of the Criminal Procedures Article of Maryland Code.
  
- B. An HCPS contractor or subcontractor may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of:
  - 1) Section §3-307 of the Criminal Law Article, Maryland Annotated Code, *Sexual Offense in the Third Degree*;
  - 2) Section §3-308 of the Criminal Law Article, Maryland Annotated Code, *Sexual Offense in the Fourth Degree*;
  - 3) An offense under the laws of another state that would constitute a violation of Sections §3-307 or §3-308 of the Criminal Law Article if committed in Maryland;
  - 4) Child sexual abuse under Section §3-602 of the Criminal Law Article, Annotated Code of Maryland;
  - 5) An offense under the laws of another state that would constitute child sexual abuse under Section §3-602 of the Criminal Law Article if committed in Maryland;
  - 6) A crime of violence as defined in Section §14-101 of the Criminal Law Article, Annotated Code of Maryland; or
  - 7) An offense under the laws of another state that would constitute a crime of violence under Section §14-101 of the Criminal Law Article if committed in Maryland.

*See Section §6-113 of the Education Article, Annotated Code of Maryland*

Violations of any of these provisions may result in Termination for Cause.

I AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_

By: \_\_\_\_\_ (printed name of Authorized Representative and affiant)

\_\_\_\_\_ (signature of Authorized Representative and affiant)

\_\_\_\_\_ (Company Name)

HARFORD COUNTY PUBLIC SCHOOLS

Sean W. Bulson, Ed.D., Superintendent

102 S. Hickory Ave, Bel Air, Maryland 21014

STATE OF MARYLAND ANTI-BRIBERY AFFIDAVIT

I HEREBY CERTIFY that:

- 1. I am the \_\_\_\_\_ and the duly authorized representative of the firm of \_\_\_\_\_ whose address is \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
- 2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county, or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions committed, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Section 9-201 in the Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or federal government.
- 3. (State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or administrative body; and the sentence or disposition, if any.

\_\_\_\_\_

I acknowledge that this affidavit is to be furnished to the requesting agency, and where appropriate, to the Board of Public Works and the Attorney General under §16-202, S.F. of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, Harford County Public Schools may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with §16-203, S.F. of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

\_\_\_\_\_

Signature

\_\_\_\_\_

Witness

\_\_\_\_\_

Date