

OPEN SOLICITATION #2019-68

Identifying Trainers/Facilitators for the  
Youth Development Community of Practice

Issue Date: September 12, 2019

Deadline for Submitting Questions: September 20, 2019

Closing Date: October 4, 2019 4 p.m.

Background

**Montgomery County Collaboration Council**

The Montgomery County Collaboration Council for Children, Youth and Families, Inc. (the Collaboration Council), is a quasi-public non-profit organization and the Local Management Board for Montgomery County, Maryland. The Collaboration Council's mission is to improve the well-being of children, youth and families through collaborative partnerships. For information regarding the Montgomery County Collaboration Council, its initiatives and programs, visit our website at [www.collaborationcouncil.org](http://www.collaborationcouncil.org).

**Community of Practice for Youth Development Practitioners**

The Community of Practice (CoP) of the Collaboration Council coordinates the training and education/academic programs for youth development practitioners working in youth-serving fields such as workforce development, mentoring, recreation, and transition age youth ages 16-24.

This solicitation seeks to identify qualified trainers to deliver workshops, webinars, and certification training programs with content that supports/aligns with youth development principles, social emotional learning, and cultural linguistics. The topics included in this open solicitation were identified through written feedback from practitioners and supervisors attending CoP workshops and the annual Youth Development and Mentoring Symposium.

CoP Open Solicitation

**Proposal Information**

The Collaboration Council seeks proposals from organizations and qualified individuals with experience using adult learning principles to facilitate workshops and webinars. CoP workshops programs are 3-4 hours in length, facilitated using adult learning principles and support the principles of youth development. In the proposal, each workshop and webinar description must include:

- Content with the most up to date research
- Interactive group learning experiences
- Youth development principles
- An agenda
- A complete list of participant materials

**Workshops**

Below is the list of topics and themes for this solicitation.

- Creating healthy program group interactions among adolescents
- Introduction to Social Emotional Learning
- Mentoring practices that promote developmental youth outcomes
- Integrating Social Emotional Learning into Out of School Time Instruction and Activities
- Creating youth development programs with vision and impact

- Understanding the developmental needs and assets of LGBTQ youth; girls of color; and disconnected youth (NOTE: You must submit a separate proposal for each targeted youth population.)

### **PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAMS**

The CoP is seeking proposals to offer intensive training programs; *Supervising for Excellence in Youth Development Programs* and *Cultural Competencies for Youth Development Practitioners*. These certificate programs are to be offered in a series of 2-3 workshops up to 4 hours per workshop. The proposal must include a workbook, pre and post assessments, and content for a one hour online self-directed learning module. Submission must include the Proposal Information outlined on page 1.

### **Vendor List**

Qualified applicants will be selected for the Open Solicitation Vendor List and remain on the list for a period of two years. Selection for the Open Solicitation Vendor List is not a commitment by the Collaboration Council to contract with each vendor for these services. The Open Solicitation process allows the Collaboration Council the flexibility to secure specific services on a short-term or continuing basis from vendors who meet pre-established requirements.

### **Eligible Providers**

Providers can be:

- Nonprofit organizations with certification of their 501c3 status
- Individual proprietors with a license to do business in the state of MD (information about registering as a small business may be found at: <http://www.montgomerycountymd.gov/dgs-lbp/home.html/index.html>)
- For-profit organizations

### **Submission Process**

Individual or organizational applicants must include the following:

- Experience and knowledge of the content area for the proposed workshop
- Prior training/facilitation experience with adults in the youth-serving, human services, or related fields
- Workshop outline(s) that include learning objectives, structure, length and costs
- Space and equipment needs
- List of materials included as part of the proposal
- References and, if available, documentation of participant feedback
- Cost
- Cover Page\* included (see last page)

Multiple workshop topics must be submitted as separate proposals.

Questions are to be sent via email to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org).

### **Next Steps**

Please submit your proposal to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org) by October 4, 2019 at 4PM.

\*If you are proposing multiple workshop topics only one Cover Page is required per organization/business unless the contact information is different.

# Open Solicitation #2019-68

1801 Research Blvd., Ste. 103  
Rockville, MD 20850



## COVER SHEET

### Identifying Trainers/Facilitators for the Youth Development Community of Practice

Applicant: \_\_\_\_\_

Organization/Business: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate the Workshop Topic(s)/Theme(s) this Proposal is in reference to:

Workshop Topics/Themes	
<input type="checkbox"/>	Creating healthy program group interactions among adolescents
<input type="checkbox"/>	Introduction to social Emotional Learning
<input type="checkbox"/>	Mentoring practices that promote developmental youth outcomes
<input type="checkbox"/>	Integrating Social Emotional Learning into Out-of-School-Time Instruction and Activities
<input type="checkbox"/>	Creating youth development programs with vision and impact
Understanding the developmental needs and assets of LBGTQ youth; girls of color; and disconnected youth. (NOTE) You must submit a separate proposal for each targeted youth population.	
<input type="checkbox"/>	LBGTQ Youth
<input type="checkbox"/>	Girls of Color
<input type="checkbox"/>	Disconnect Youth
<input type="checkbox"/>	PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAMS:
<input type="checkbox"/>	Supervising for Excellence in Youth Development Programs
<input type="checkbox"/>	Cultural Competencies for Youth Development Practitioners

If you are proposing multiple workshop topics only one Cover Page is required per organization/business unless the contact information is different.

**Please Complete this Cover Sheet, Print and Return with your Open Solicitation**