Montgomery County Collaboration Council for Children, Youth and Families, Inc.

OPEN SOLICITATION # 2017-53

Identifying Participants for the 2017 Collaboration Council Mentoring Fellowship

Issue Date: Thursday, May 25, 2017
Closing Date: Monday, June 12, 2017, 4:00 PM

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.

2017 Collaboration Council Mentoring Fellowship

This solicitation seeks to identify and select qualified organizations to participate in an intensive six-month training experience. The cohort will be immersed in a training series designed around the six core standards (recruitment, screening, training, matching, monitoring and closure) of the Elements of Effective Practice for Mentoring. Practitioner’s programmatic knowledge will be bolstered along with the opportunity to interact with and learn from content experts in the field of mentoring. Organizations selected to participate in this fellowship will receive a $3,000 “mini-grant” to cover the nominated attendee’s time and to also serve as recognition of their willingness to institute and institutionalize the six core standards of practice into their mentoring programs. Organizations that complete the fellowship successfully will then be eligible to be awarded additional funding for their mentoring work, should that funding be acquired by the Collaboration Council.

Up to ten organizations will be selected and required to dedicate two days per month to participate in this training series. The meeting days will be a mix of face-to-face and dynamic web-based interactions. Attendance is required. Each month a different standard will be taught accompanied by pre- and post-work assignments created to strengthen and further develop each practitioner’s skill level and capacity. Cohort participants are expected to take the knowledge and skills they develop back to their organizations and operationalize them.

Use of Open Solicitation Process

The Collaboration Council seeks Letters of Interest from organizations to participate in the 2017 Mentoring Fellowship program.

*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 Participants
Participants can be:
- Nonprofit organizations with certification of their 501c3 status

**Letter of Interest Submission Process**

Applicants must submit a **Letter of Interest** that describes your qualifications responding to the following items:

1. Experience, years of service in and knowledge of the mentoring field
2. Reason(s) for why specific individual from organization is being nominated (only one participant per organization will be allowed to participate, please cite any perceived barriers to engagement during fellowship)
3. Past fiscal year numbers served, along with demographics and outcomes where available
4. How this training/fellowship will be helpful to your organization
5. Organization’s annual budget

*Please limit Letter of Interest to a maximum of two pages

**NOTE:** All Letters of Interest must include the following information on the front page for the Primary Point of Contact:
- Full Name of Primary Point of Contact Person and Title
- Mailing Address
- Phone Number
- Email Address

Letters of Interest must be submitted electronically no later than 4:00 pm on June 12, 2017. Please submit your Letter of Interest referencing Open Solicitation #2017-53 to info@collaborationcouncil.org.

The **Letter of Interest** should be succinct and address all of the above requirements. A rubric will be used to determine eligibility and will be evaluated based on the responses to the 5 items listed above by Montgomery County Collaboration Council staff.

**Next Steps**

The **Letters of Interest** received by the June 12th, 2017 4:00 p.m. deadline will be reviewed by Collaboration Council staff. Those organizations whose Letter of Interest appears to best fit the criteria to participate in the 2017 Mentoring Fellowship program will be contacted to secure further information about the organization’s ability to participate fully in the Fellowship. Organizations will then be selected and mini-grants will be awarded no later than June 23, 2017.