

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: Consulting Services-Youth Bureau Strategic Planning and Evaluation

Contract Period: March 12, 2025 through March 11, 2026 w/4-1 year options

Original Date of Issue: March 26, 2025

Date of Revision:

RFP No: RFP-RC-2024-048

Ordering Method: Special Request

Authorized Users: Youth Bureau

Address Inquires To:

Name: Sabrina Samuels
Title: Assistant Director of Purchasing
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Description

This contract is for a consultant for youth bureau strategic planning and evaluation

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 24-048	0000014682	Phyllis Morena 51 Mountainview Ave Apt 217 Nyack, NY 10960 morenap@co.rockland.ny.us	914-450-6319 845-512-2200

COST PROPOSAL TEMPLATE

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non- responsive.

Strategic Planning & Evaluation Consultant- Youth Bureau \$ 56 /PER HOUR

NOTE:

The Youth Bureau has a fixed annual budget based on 20-25 hours per week for 50 weeks per year. In addition, all associated travel costs are to be included and may not exceed \$1,000. Administrative costs will be covered by the Youth Bureau and will not be considered as part of the proposal.

The per hour rate offered shall include all costs incurred both direct and indirect in delivering the services intended under this solicitation, which includes, but not limited to lodging and food, etc.

Include and itemized costs not included in the above hourly rate below. Only those items included in proposal submission shall be considered for inclusion of final contract.

*** Mileage reimbursement will be submitted for the same rate that the County offers its employees (established by the Internal Revenue Service)**

NAME: Phyllis Morena

NAME OF AUTHORIZED (Print): Phyllis Morena

SIGNATORY: Phyllis Morena

Edwin J. Day, County Executive**TITLE: Youth Bureau Consultant for Strategic Planning and Evaluation****RFP NUMBER:**
RFP-RC-2024-048**STATEMENT OF SKILLS, KNOWLEDGE & ABILITIES**

The consultant will be responsible to play a pivotal role in assessing, planning and implementing programs that improve services for the youth in the Community along with essential staff within the Rockland County Youth Bureau. The responsibilities may vary depending upon the specific needs of the bureau and the County of Rockland. The following are skills, knowledge and abilities that the consultant shall possess:

- Training in Advancing Youth Development, Strengthening Organizations and facilitation is required. Provide details with your proposal.
- Evaluating existing programs and services to determine their effectiveness and alignment with the bureau's goals.
- Conducting a needs assessment as needed by the bureau to identify unmet needs among youth and gaps in service. This may involve gathering data, conducting surveys, or hosting focus groups with the youth, service providers and community members.
- Preference for experience that includes the successful development and implementation of collaborative youth development initiatives and programs. Provide successful examples and details with your proposal.
- Strong skills are required in program coordination, public speaking, group facilitation and negotiation, report writing, and organizational skills. Communication skills are essential. Provide details and references with your proposal.
- Ability to work with the public, run focus groups, and engage service providers. Provide successful examples and details with your proposal.
- Knowledge of principles and practices related to youth development and educational issues. Provide details with your proposal.
- Must have strong and polished interpersonal, written and oral communication skills. Provide details with your proposal.
- Creative, strategic and analytical thinker with the ability to manage multiple projects.
- Experienced in developing and managing budgets, hiring, and training, supervising and assessing personnel. Provide details with your proposal.
- Experienced in developing rubrics to assess program success. Provide details with your proposal.
- Experienced in developing and assessing Logic Models as planning tool to clarify and graphically display what project intends to do and what it hopes to accomplish and impact. Provide details with your proposal.
- Event planning; Curriculum planning, implementation and evaluation. Provide details with your proposal.
- Knowledge of Microsoft Office and Windows-based computer application and database management
- Superior presentation, oral, and written communication skills
- Strong organizational skills
- Ability to handle stress and meet deadlines
- Ability to work effectively with all levels of management and diverse work teams

Edwin J. Day, County Executive**TITLE: Youth Bureau Consultant for Strategic Planning and Evaluation****RFP NUMBER:**
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- Ability to provide guidance to staff members and keep them informed of current activities.
- Ability to review and advise changes and/or updates in the state/local program
- Must be highly organized and able to work well with others.