

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **Consulting Services-Youth Bureau Strategic Planning and Evaluation**

Contract Period: January 1, 2020 through December 31, 2020 with 4 one-year options, Extended through December 31, 2021 with 3 one-year options Extended through December 31, 2022, with 2 one-year options **Extended through December 31, 2023, with one-year option**

Original Date of Issue: January 1, 2020

Date of Revision: **November 3, 2022**

RFP No: **RFP-RC-2020-001**

Catalog: **Consulting Services**

Authorized Users: Youth Bureau

Address Inquires To:

Name: Ann Marie Curley, CPPB  
Title: Assistant Director of Purchasing  
Phone: 845-364-3698  
Fax: 845-364-3809  
E-mail: [curleya@co.rockland.ny.us](mailto:curleya@co.rockland.ny.us)

### Description

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

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 20-001	0000014682	Phyllis Morena 7 Marion Court New City, NY 10956 <a href="mailto:pmorena@optonline.net">pmorena@optonline.net</a>	845-634-9375  845-512-2200

**NOTE: Effective January 1, 2023 – Item #95295000001 will increase to \$58.00 per hour.**

# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl, Room 609  
POMONA NY 10970  
www.rcpurchasing.com

**Dispatch via Print**

<b>Contract ID</b> RFP 20-001		Page 1 of 1
<b>Contract Dates</b> 01/01/2020 to 12/31/2023		<b>Currency</b> USD
Consultant-Youth bureau Strate		<b>Contract Maximum</b> 297,700.00
<b>Freight Terms</b>	<b>Buyer Email</b> curleya@co.rockland.ny.us	
<b>Buyer</b> CURLEY,ANNMARIE	<b>Phone</b> 845/364-3698	<b>Fax</b> 845/364-3809

**Supplier** 0000014682  
Phyllis Morena  
7 Marion Court  
New City NY 10956

Phone 845/634-9375  
Fax 845/512-2200  
pmorena@optonline.net

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		Consultant, Youth Bureau Strategic Planning & Evaluation for 25 hours per week for 52 weeks per year.	95295000001	58.00000	Hour
2		Travel for Consultant for Youth Bureau Strategic Planning & Evaluation Reimbursement not to exceed \$250.00 per year	95295000002	0.54500	Miles

TERMS AND CONDITIONS OF RFP-RC-2020-001 INCORPORATED HEREIN BY REFERENCE

**NOTE: Effective January 1, 2023 – Item #95295000001 will increase to \$58.00 per hour.**

**Authorized Signature**

*Paul J. Brennan*

## Contract Request Schedule “A”

### **Statement of Work (SOW) –**

#### **SECTION II: Detailed Response**

##### **A. Work to be performed, approach to be used and resources needed**

My breakdown of the work expected in this proposal includes these deliverables:

- Represent the Rockland County Youth Bureau at local, regional and state meetings
- Coordinate with OCFS Office of Youth Development, the Rockland County Youth Bureau Advisory Board, county-funded agencies and municipalities to provide trainings and support to ensure compliance with QYDS (Quality Youth Development Systems) regulations
- Support board and staff in funding and monitoring of contracted agencies and municipalities and migrated contracts
- Support the Youth Employment Program and specifically T.E.E.N. Works with curriculum review, participant interviews, staff training and program evaluations.
- Work directly with DSS staff on the annual Summer Youth Employment Program (SYEP) MOU to be sure we meet TANF funding and outreach to youth requirements.
- Work with DSS and Probation staff to update then Annual OCFS County Plan
- Provide support to Youth Bureau staff and board on activities, policies and procedures
- Provide training and resources for those working with children, youth and families in the philosophy and practices that support positive youth development, family engagement and supportive communities where youth thrive.

My approach is always that of a listener, a resource and a support. I will be honest about what I don't know but will seek the answer and respond appropriately. I believe community impact to be the key to making changes so will develop trusting relationships with those with whom I interact both professionally and personally. I look forward to expanding the Youth Bureau's interaction with Partnership for Safe Youth and other community youth programs.

Resources needed include access to webinars and other opportunities for professional development as well as participation in county, regional and state trainings.

**Cost/Price & Payment Section** – *Purchase Orders to be issued in accordance with price agreement set up in PeopleSoft - \$57.00 hourly rate*

**Total estimated Annual NTE of contract based on – 25 hours per week x \$57.00 per hour x 52 weeks = \$74,100.00**

Edwin J. Day, County Executive

Consultant – Youth Bureau Strategic Planning &amp; Evaluation

RFP-RC-2020-001

**SCOPE OF WORK****PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS****REQUIRED MINIMUM QUALIFICATIONS, TRAINING AND EXPERIENCE - Proposals shall include references to support the following qualifications, training, experience and statement of skills, knowledge and abilities:**

- A Master's Degree in Human Services or a related field.
- Six years of experience in human services including four years of experience where the primary function of the position was in developing, implementing, and managing programs designed to advance the moral, physical, mental and social well-being of youth and must have been performed at a senior level with oversight and responsibility for a team delivering services children and youth.
- Thorough knowledge and experience working with community organizations with particular emphasis on the public and private agencies serving youth. Includes work experience with Federal, State and or Local Governments and local non-for profit agencies. Proposer shall demonstrate developed relationships with these organizations.
- Experience in developing and delivering training in youth work topics
- Experience with cooperation of social work, correctional, law enforcement and service agencies.
- Experience in working in a confidential capacity, working under the direction of a Government agency; ability to work with other Department Heads in a systematic delivery of youth services. Have the communications skills to speak and write effectively, ability to evaluate grant proposals or sources in terms of identified needs; ability to make persuasive oral or written presentations; tact; initiative; resourcefulness; emotional maturity; physical condition commensurate with the duties of the position.
- Ability to work well under pressure, establish priorities, meet deadlines and follow through on assignments
- Able to work independently and as a team player
- Ability to work flexible hours, including evenings and weekends



Edwin J. Day, County Executive

Consultant – Youth Bureau Strategic Planning & Evaluation

RFP-RC-2020-001

### **STATEMENT OF SKILLS, KNOWLEDGE & ABILITIES**

- Training in Advancing Youth Development, Strengthening Organizations and facilitation is required. Provide details with your proposal.
- 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
- 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.