

# SCUSD RFP

## After School Education and Safety Program

May 18th, 2011



## Bidder's Conference Agenda

4:00 PM -5:00 PM

1. Welcome and Introduction
2. Sign In and Sign Out Process
3. Overview of SCUSD Strategic Plan
4. Overview of Youth Engagement Services:  
After School Programs
5. Review of Request for Proposal
6. Next Steps
7. Questions and Answers



1. Welcome and Introductions

RFP

SCUSD After School Education and  
Safety Programs

Mandatory Bidder's Conference  
TODAY: Wednesday, May 18th, 2011

Please hold questions for the Q&A portion

RFP Due: May 31st @ 2:00 PM



## 2. Sign In and Sign Out Process

1. Please make sure that you have signed in with our staff on the appropriate sign-in sheet.
2. Please also sign out once the conference has ended.
3. The sign-in sheet will verify that your organization is eligible to apply for the RFP.



### 3. Overview of SCUSD Strategic Plan

Rethink. Innovate. Excel. **Putting Children First**

#### **SCUSD Mission Statement:**

*Students graduate as globally competitive lifelong learners, prepared to succeed in a career and higher education institution of their choice to secure gainful employment and contribute to society.*

<http://www.scusd.edu/Administration/Pages/StrategicPlan.aspx>



### 3. Overview of SCUSD Strategic Plan

Rethink. Innovate. Excel. *Putting Children First*

#### Foundational Pillars:

#### I. Career- and College- Ready Students

- High Expectations
- Continuous Improvement and lifelong learning
- Eliminating Achievement Gaps

#### II. Family and Community Engagement

- Families are our most important partners
- Schools are community centers
- Partners provide opportunities to go beyond school walls



### 3. Overview of SCUSD Strategic Plan

Rethink. Innovate. Excel. *Putting Children First*

#### Foundational Pillars:

### III. Organizational Transformation

- Pursuit of Excellence
- Diversity is our Strength
- We Put Children First



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### 4. Overview of Youth Engagement Services: After School Programs

Supports, enhances and extends the learning of the school day. In collaboration with community partners, we offer 60+ before and after school programs that provide a safe, engaging environment to motivate and inspire students' learning. Strategies include one-to-one and small group tutoring, homework assistance, mentoring, service learning and a variety of enrichment and physical activities to provide additional learning opportunities.

<http://www.scusd.edu/SupportServices/Pages/AfterSchoolServices.aspx>



#### 4. Overview of Youth Engagement Services: After School Programs

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The Youth Engagement Services (YES) Team provides:

- Management , Advocacy , Fiscal, Evaluation and Compliance Support, Services and Technical Assistance.

YES provides direct connection to district initiatives.



#### 4. Overview of Youth Engagement Services: After School Programs

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##### **Program Goals:**

1. To improve the academic performance in reading, language arts and math of students who are low performing/ failing or at high risk of failure.
2. To improve the health and wellness of youth who participate in the after school program
3. To enhance a student's enrichment opportunities by providing a broad array of age-appropriate, student-driven, high interest learning opportunities.



#### 4. Overview of Youth Engagement Services: After School Programs

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#### **Program Goals:**

4. To provide information, educational resources, and activities to families, that will enhance youth and adult learning.

#### **Sustainability Goal:**

5. To create and maintain relationships with the school day staff. There is a clear plan for strengthening the school day and after school program alignment.

Reference: Appendix F.Program Goals,p18



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Total of 3 Copies of Each Proposal Due: May 31st @ 2:00  
PM

Sacramento City Unified School District  
Administrative Services – Contracts Office  
5735 47<sup>th</sup> Ave, Box 804  
Sacramento, CA 95824

**SUBMIT ONE PROPOSAL FOR ELEMENTARY  
SCHOOL AND ONE PROPOSAL FOR MIDDLE  
SCHOOL**



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5. Review of Request for Proposal

**Reminder:** Do not contact or solicit schools regarding this RFP. All questions must come through the Contracts Office



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### 5. Review of Request for Proposal

#### III. Eligible Agencies:

- CBO's
- Public or private entities
- Partnering or collaborating organizations- but must have a lead agency as the applicant

#### IV. Award Amounts and Duration

- Contracts will be for one year with the ability to have a total of three years
- Review in progress in year one
- Contract amounts will be negotiated once notice of award is made

## 5. Review of Request for Proposal

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#### **V. Additional Requirements:**

- Mandatory Meetings
- District Initiatives
- Program Plans
- SCUSD is very hands on!!

#### **VI. Program Elements:**

- School day alignment
- Partnerships
- Services for limited English proficient students
- Strategic interventions

## 5. Review of Request for Proposal

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#### **VII. Proposal Contents:**

- Refer to the Appendix B. Proposal Check List

#### **VIII. Due Diligence Process and Proposed Timeline**

1. Paper Review (May 31-June 1st)
  2. In-depth Review (June 2nd- June 7th)
  3. Verification (June 8th-13th)
  4. Final Selection (June 15th-17th)
- Please be available during this timeline for any next steps, specifically in the verification process.
  - After final selection, we will work with selected agencies on contract negotiations.

Reference: Page 6 and 7



## 5. Review of Request for Proposal

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#### **IX. Narrative Guidelines and Requirements**

- Narrative not to exceed 15 pages; 12-point font; Times New Roman
- Pages numbered
- Agency name on every page
- Don't forget your cover page: Appendix A
- Label the original



## 5. Review of Request for Proposal

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## IX. Narrative Guidelines and Requirements

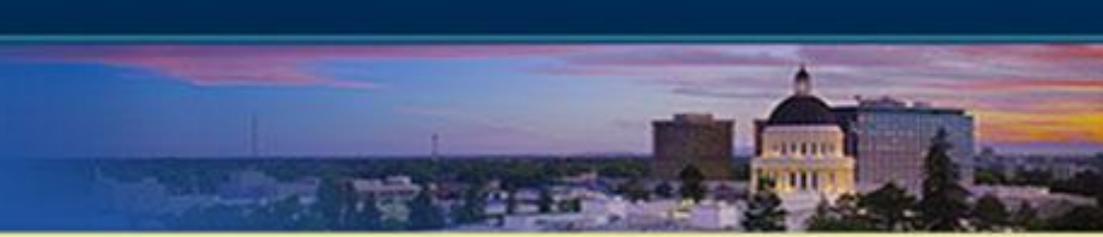
### 1. **Need for Program (1 pg; 15 points)**

- Your program's unique features addressing needs of SCUSD students and families

### 2. **Program Design (2-4pgs; 40 points)**

- Program Description
- Elements of High Quality Programming

Reference: Page 9



## 5. Review of Request for Proposal

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## IX. Narrative Guidelines and Requirements

### 3. **Organizational Focus (1-2 pgs; 35 points)**

- Promising practices show that successful programs have a full time program manager on the school site
- Agency capacity

### 4. **Project Evaluation (1-2 pgs; 20 points)**

- Evaluation Plan
- Refer to Program Goals



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## IX. Narrative Guidelines and Requirements

### 5. **Budget Form (Appendix E; 10 points)**

- Based upon a scenario of 85 elementary or 111 middle school students. Amount shall not exceed \$100,000
- Scenario is one year

### 6. **Budget Narrative (2 pgs; 10 points)**

- Based on the budget form scenario
- Participant per day costs
- Match



## 5. Review of Request for Proposal

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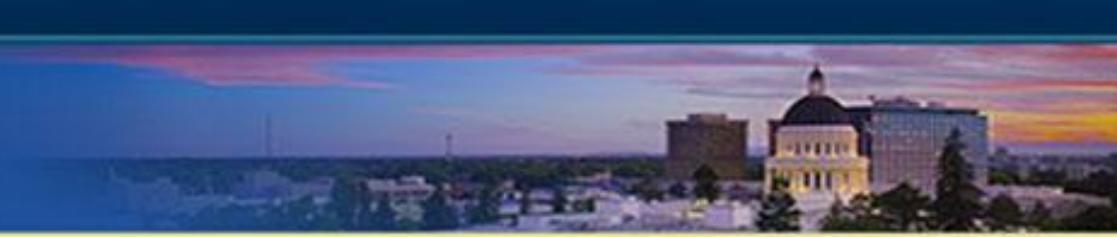
## **IX. Narrative Guidelines and Requirements**

### **C. Success and Sustainability (1-2 pgs;20 points)**

- Record of Success and Sustainability Plan

### **D. Other Points (1-2 pgs; 10 points)**

- Innovation



## 5. Review of Request for Proposal

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#### **Appendix C**

Elementary Sites:

Bowling Green	Cesar Chavez	CP Huntington	Edward Kemble
Ethel I Baker	John Bidwell	John Sloat	Maple
Martin Luther King	Nicholas	Oakridge	Pacific
Jedediah Smith	Sol Aeurus	Camelia Basic	HW Harkness
Earl Warren	Woodbine	Joseph Bonnheim	



## 5. Review of Request for Proposal

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#### **Appendix C**

Middle School Sites:

Albert Einstein	California	Fern Bacon	John Still
Kit Carson	Rosa Parks	Sam Brannan	Will C. Wood



## 5. Review of Request for Proposal

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#### **Appendix C**

- Please check the schools that your proposal includes
- 250 words or less on each school
- Utilize Appendix F: Program Goals and other information on the school and the District.



## 6. Next Steps

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- Pay close attention to directions given in the RFP
- Try to turn in proposal before the deadline
- Ask questions by Friday, May 20th, 2011 to receive answers
  - Contact [KimT@scusd.edu](mailto:KimT@scusd.edu)
- Review program goals; SCUSD strategic plan; and other sources of information on SCUSD
- Do not contact school sites directly advocating for your program
- Review Proposal check list; appendix B
- Read over the assurances; appendix D
- Read over the scoring review form; appendix G
- Good luck!!



## 7. Questions and Answers

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# *Questions and Answers*





## 7. Questions and Answers

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- Given that maximum ASES grants for elementary schools are \$112,500 and maximum ASES grants for middle schools are \$150,000, why are providers being asked to limit their budget to a maximum of \$100,000 per site (pg 10)? **Responders are asked to create a sample budget based on a scenario rather than actual ASES site or grant.**
- Could you please confirm what is total maximum number of students that can be served at the sites, we need this information to prepare the budget portion of the application? **The budget should be prepared based on the given scenario.**



## 7. Questions and Answers

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- The RFP mentions direct questions to the school site principal are not permitted. However in Appendix C, it asks about our vision for the school and why we want to work with the school site. Is it possible to somehow gain information from the school site principal as to what their overall vision for the school is? Having a discussion with the principal to ascertain what the school needs are would provide us the information we would need to structure a program that is suited to the needs of each school site. Is there some kind of forum where applicants could somehow gain access to this information? **Our principals and students are in the middle of testing during this time. We also do not want to overwhelm our school site staff with this process. However, there are many other ways to gather information on the vision and direction of the school and community. We will not create a forum for gathering information at this point.**



## 7. Questions and Answers

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# *Questions and Answers*



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***Thank You  
and  
Good Luck!!***

