



**REQUEST FOR PROPOSALS**

**For**

**AFTER SCHOOL PROGRAM**

**PROVIDERS**

Request for Proposals Issued: July 20, 2012

Deadline for Submittal of Proposals: August 20, 2012

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Request for Proposals for After School Program Provider

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## **I. INSTRUCTIONS**

The Sacramento City Unified School District (District) is seeking proposals from qualified firms to assist the District in providing after school programs.

Interested firms are invited to submit one original signed proposal and two (2) copies. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Monday, August 20, 2012 to the following address:

Sacramento City Unified School District  
Contracts Office  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the words "After School Program Provider RFP". It is the Proposer's sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Proposals does not commit the Sacramento City Unified School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

### **Requests for Information**

A Bidders Conference is scheduled for Wednesday, August 1, 2012 at 2:00 p.m. at the District Office (Serna Center), 5735 47<sup>th</sup> Avenue, Sacramento 95824. All questions and answers related to this RFP will be responded to at the Bidders Conference and posted on the Districts website. Please submit your questions in writing to Kimberly Teague, Contract Specialist, at [kimt@scusd.edu](mailto:kimt@scusd.edu) no later than Monday, July 30, 2012. Specify "RFP for After School Program Provider" in the subject line.

Each agency must have a representative at the Bidder's Conference TO APPLY. Please note: Agencies on the current qualified provider list do not need to submit a new proposal or attend the bidder's conference. Please review Appendix F for a list of current qualified providers.

## **II. BACKGROUND AND PROGRAM FOCUS**

### **Purpose and Objectives**

The Sacramento City Unified School District (SCUSD) after school program provides an opportunity to merge school reform strategies with community resources. The goal is to support local efforts to improve assistance to students and broaden the base of support for education in a safe, constructive environment. It is the intent of the program legislation to encourage schools and school districts to provide safe and educationally enriching alternatives for children and youth during non-school hours. The program creates incentives for establishing locally driven before and after school education and enrichment programs.

The SCUSD after school program involves collaboration among parents, youth, representatives from schools and governmental agencies, such as local law enforcement and local parks and recreation departments, and individuals from community-based organizations and the private sector. Programs are created through partnerships between schools and local community resources to promote literacy, provide academic enrichment, and safe, constructive alternatives for students.

**Agencies desiring to operate an after school program within SCUSD** must link and support the SCUSD mission and strategic plan (see District website). Agencies must have a comprehensive whole child plan that is aligned with *the SCUSD Youth Engagement Services* focus on the student learning and oriented to continuous improvement. Awards are provided to establish and/or expand school day learning and to keep youth safe, and provide students with academic enrichment opportunities as well as additional activities designed to support their regular academic program.

The funding provided by SCUSD Youth Engagement Services Afterschool Program is intended to:

- Operate an after school program only during the regular school year (there is a separate process for supplemental awards for summer)
- Provide direct service to SCUSD students at the awarded site.
- Improve the academic performance in reading /language arts and mathematics of students who are low performing/ failing or at high risk of failure as identified through state and local assessments.
- Demonstrate community partnership in delivering programs and services to children and families.
- Improve the health and wellness of youth.
- Increase students' participation in visual and performing arts.
- Develop an awareness and appreciation of different cultures.
- Increase opportunities for service learning and community service opportunities
- Increase college and career awareness and youth entrepreneurial services.
- Provide information, educational resources, and parent engagement for families, and educational programs and activities which enhance youth and adult learning.
- Demonstrate ability to participate in required evaluation and outcome measures.
- Collaborate with the SCUSD to develop and implement a sustainability plan in order to create a robust and comprehensive program for the school site.

### III. ELIGIBLE AGENCIES

Agencies eligible for SCUSD after school funds must be community-based organizations (CBOs) or other public or private entities and must have experience in serving students who attend schools with a high concentration of economically disadvantaged students. A proposal may have many partners/ collaborators but must have one lead agency as the applicant. **Successful proposals will be added to the SCUSD *Qualified After School Program Provider List* (see Appendix F).**

### IV. QUALIFIED PARTNER STATUS:

Successful request for proposals will be placed on the SCUSD *Qualified After School Program Providers List*. Only qualified providers on this list are eligible to submit proposals for specific school sites.

Allocation of funds is final upon successful negotiation and execution of the contract. Bidders selected for an award agree to be bound by the terms of the standard SCUSD Service Agreement, as administered by the SCUSD Youth Development Support Services Department, Youth Engagement Services Unit and Contracts Office. Awards made under this Request for Proposals are subject to the approval of the SCUSD Board of Education.

### **Qualified List:**

The SCUSD after school service list of qualified partners will be periodically reviewed. The actual start and ending date will depend on completion of all procedural requirements associated with the RFP process.

## **V. ADDITIONAL REQUIREMENTS**

Additional requirements of grant recipients include the following:

- Grantees are required to maintain 85% of the targeted attendance rate per a single-site.
- Grantees must work with the SCUSD Youth Engagement Services to demonstrate that progress has been made toward meeting the program goals as outlined in the service agreement; and collect data that addresses the performance indicators for the after school program. **Aspects of reporting are subject to change based on state requirements.**
- Grantees and the SCUSD Youth Engagement Services will utilize technology to work together, including, but not limited to, SCUSD Zangle, web-based reporting for attendance.
- Grantees will send the program manager/site director/ site coordinator to monthly mandatory professional development
- Grantees will participate within District-wide initiatives as aligned within the SCUSD Strategic Plan and the Youth Development Support Services Office. (i.e. Bullying Prevention; Obesity Prevention; FitnessGram for Afterschool,; etc)
- Grantees will work with the school community and the SCUSD Youth Engagement Services to create, refine, and modify the site after school program plan.

## **VI. PROGRAM ELEMENTS**

Eligible organizations that receive an award may use the funds to carry out an after-school activities that advance student achievement and that can be tracked and evaluated. Agencies are encouraged to address as many of these components as possible in their Proposal narrative. There are a number of components to a high-quality after-school program.

These include but not limited to:

- Linkages between school-day and after-school personnel.
- High academic standards.
- Remedial education activities and academic enrichment learning programs, including providing additional assistance to students to allow the students to improve their academic achievement.
- Mathematics and science education activities.
- Arts and music education activities.
- Service Learning programs.
- Tutoring services (including those provided by senior citizen volunteers and mentoring programs).
- Programs that provide after-school activities for limited English proficient students that emphasize language skills and academic achievement.
- Attention to safety, health, physical activity and good nutrition.
- Telecommunications and technology education programs.
- Programs that promote parental involvement and family literacy.
- Programs that provide assistance to students who may be truant or highly at-risk to allow the students to improve their academic achievement.
- Prevention programs (risk reduction and health promotion), counseling programs and character education programs.
- Effective partnerships with community-based organizations, juvenile justice agencies, law enforcement, and youth groups.
- Evaluation of program progress and effectiveness.

## VII. PROPOSAL CONTENTS

Please see Proposal Checklist (Appendix B) for Complete List of Required Proposal Contents.

## VIII. DUE DILIGENCE PROCESS

**Selection/Review Panel:** The Youth Engagement Services unit will convene a panel of trained readers to review all completed, eligible proposals received by the due date. Panel readers, who are persons with extensive experience in such areas as out-of-school time programs, reading/language arts, mathematics, community and school partnerships or school improvement will review the readers' scores and rate the quality of the proposal, and the capacity of the Agencies to successfully implement what has been proposed. The proposal selection criteria shall be determined by SCUSD personnel consistent with the requirements of performance-based contracting and on the basis of reasonable standards of quality and effectiveness including, but not limited to: (1) completeness, (2) service descriptions, (3) cost factors (relative to sample budget), (4) staff pertinent to service delivery, (5) experience of the agency, (6) responses to conditional requirements\*, and (7) expected results relevant to performance target.

\*"Conditional requirements" means any particular provisions specified in this RFP, such as the requirement for school/community partnership in the proposal and the commitment to collect required data and work with the evaluator.

- I. **Paper Review:** Proposals are screened for adherence to proposal formatting requirements and completeness of content, to determine if the agency is addressing the required performance targets and program description.
- II. **In-Depth Review:** Each agency will be rated according to the criteria provided within the Proposal Review Form, which can be found in Appendix E. All proposals will be read and reviewed and scored by independent readers. Each proposal will be reviewed fully by members of a review team selected by the SCUSD Youth Engagement Services, using pre-established criteria. Following the paper review, each proposal is evaluated on its own merits by having each member independently recording their ratings (scores) on each topic in the Proposal Content outline.
- III. **Verification:** This step involves speaking to knowledgeable individuals in a position to substantiate and verify key representations made in the proposal, such as contract performance history on record (if applicable). In some circumstances, this may include a personal interview with the agency, either a face-to-face meeting, or a telephone conference. Reasons to schedule a personal interview for verification purposes may include (but are not limited to): resolving tied scores, verifying agency and project viability if only partial funding may be offered, and verifying other factors when an agency or a product is not well-known to the Department of Education. Findings will be recorded in writing.
- IV. **Final Selection:** Selected bidders will be notified of recommendation of award by e-mail from the SCUSD Contracts Office. Allocation of funds is final upon successful negotiation and encumbrance of the agreement, subject to the approval of the SCUSD Board of Education. Bidders selected for an award agree to be bound by the terms of the standard SCUSD Services Agreement.

## IX. NARRATIVE GUIDELINES AND REQUIREMENTS

### A. General Information and Proposal Format

Agencies are requested to answer the questions in the order and format presented in the RFP both to assure that all agencies present their material in a consistent manner and to promote ease of proposal review. **Proposals that do not adhere to the following format will be disqualified.**

- Narratives must not exceed 12 single-spaced, on white 8.5" x 11" paper, 12-point font, Times New Roman. Include all requested supporting documents in the Appendices, which **do not** count as 12-page total.

- All pages must be numbered consecutively beginning with number 1 on the first page of the narrative through to the end of narrative. **Note: DO NOT number the Cover Page, Assurance Pages, Proposal Checklist or the Table of Contents.**
- The agency's name must appear on every page, including Appendices.
- Please staple or fasten at the upper left-hand corner. (Do not submit 3-ring binders)
- Proposal Cover Page Required: Complete and submit the proposal cover page provided in Appendix A of this RFP. The cover page must be the very first page of the proposal package. Do not add any other type of cover or title sheet, and do not use any transmittal letter. It is important that the cover page show the specific information requested, including agency address (es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the bidder.

The following will not be counted in the narrative 15 page limit: Proposal Cover Page, Proposal Checklist, or any required appendices, as specified in the RFP.

The agency may not substitute additional attachments beyond those specified in the RFP for the purpose of extending their narrative response. Any material exceeding the narrative limit will not be considered in rating the proposals. Agencies shall not include brochures or other promotional material with their proposals. Do not include test scores or hard copies of surveys. A brief summary of this type of information and/or data can be included in the appropriate narrative section of the RFP.

The agency must send a sealed package including one **original; two copies (3 sets total)**. Clearly label the original.

Agencies are asked to be brief, and to respond to each question or instruction listed in Proposal Content. Number each portion of the response to correspond to each question listed.

It is the responsibility of the agency to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may result in disqualification of the proposal, or will result in a lower rating for the incomplete sections.

## **B. Proposal Content**

Please structure the narrative by addressing the following; please also incorporate program goals throughout your answers (see Appendix D):

1. **Need for Program:** 10 points (1 page)
  - a. Describe how the proposed programs unique features will address the needs of SCUSD students and their families and how the programs are expected to improve student learning, including learning in core academic areas such as reading/language arts, mathematics or science.
2. **Program Design:** 30 points (2-4 pages)

### **Program Description (15 points)**

- a. Please describe how the program will be mission aligned with the SCUSD strategic plan and the Youth Engagement Services office.
- b. Describe the range and type of programs that will be offered.
- c. Describe how your program proposes to attract youth and their families. Also explain how you will maintain student enrollment throughout the school year (180 days). Specifically describe your strategy to retain 85% or better of average daily attendance at a single site. How will program schedules and offerings be designed to encourage and support regular participation among students?

- d. Please describe the organizational structure that will support the after school program and specifically the program manager/ site director.
- e. Describe how parent and youth feedback will be included in the ongoing development of the program.

### **Elements of High-Quality Programming** (15 points)

Describe how the elements below will be addressed and incorporated into the Program Design.

- a. **Linkages to the School Day:** Describe the ways in which the program will be connected to the regular school day (e.g. shared staff, space, training, policies, curriculum, leadership support, instructional methods, etc.) and how the program will remain balanced.
- b. **High-Quality Staff:** Who will be hired to work in the afterschool program? What standards will be set to recruit and retain high-quality staff?
- c. **Safe and Appropriate Environment:** Describe what actions will be taken to ensure that every child is physically and emotionally safe in the program.
- d. **High-Interest Programming:** Describe the type of programming that will be offered for each age level. What efforts will be made to ensure that programming is student-centered and that every participant has a high interest in what he/she is doing? What efforts will be made to ensure appropriate grade level and/or developmental level programming?

### 3. **Organizational Focus:** 20 points (1-2 pages)

- a. **Program Leadership:** (*Promising practices show that successful programs typically employ a full-time program manager.*) Each proposal must include a site coordinator at a minimum of 36 hours per week. Additionally the site coordinator must be on site at least 85% of their funded time. Describe what qualifications and background or experience you will require of your site director/program manager.
- b. **Capacity:** What is your organization capacity to hire, train, and retain staff?
- c. **Professional Development:** Describe the types of professional development you offer, how often, when and to whom. Consider: orientation, youth development, fostering positive behavior, regularly scheduled staff meetings for program development, linking to the school day, how to help with homework, training enrichment leaders or mentors, linking to curriculum frameworks.
- d. **Communication/Information Dissemination:** Tell us how the organization will communicate information about the program, including evaluation results, to parents, school personnel, and community in a manner that is understandable and accessible?
- e. **Volunteers:** Describe how you will enlist, utilize orientate, and train volunteers in the running, oversight, and promotion of the program.

### 4. **Project Evaluation:** 20 points (1 -2 pages). Refer to Program Goals in Appendix D.

- a. Describe your evaluation plan
- b. Describe the data sources (indicators) that will be used to measure PROGRAM GOALS, what they measure, and how they will be used to determine success.
- c. Describe how the evaluation information will be used to provide feedback to stakeholders and staff and to inform project direction.

### 5. **Success and Sustainability:** 10 Points (1-2 pages)

- a) **Record of Success:** Please tell us where and how you have been or are currently successful in implementing after school programs.



- b) **Sustainability Plan:** Describe the plans for the continuous strengthening of the partnership between SCUSD, other community based organizations, and another public or private organization (if applicable).

6. **Other Points:** 10 possible (1 page)

- a) Please provide information on any points of innovation that you will integrate into your program. Please describe how success will be measured on the innovation.

**Appendix A:**

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**GRANT COVER PAGE**

**August 2012**

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
AFTER SCHOOL PROGRAM**

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**Organization:** \_\_\_\_\_

**Grant Contact Person:** \_\_\_\_\_

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

**City, State & Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*The undersigned authorized chief administrative official submits this proposal on behalf of the applicant agency, attests to the appropriateness and accuracy of the information contained therein, and certifies that this proposal will comply with all relevant requirements of the applicable laws and regulations.*

*In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein. The following **signatures and other printed information** are required.*

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (typed):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Address:** \_\_\_\_\_

## **Appendix B:**

### **Proposal Check List**

Each proposal must be submitted in the format outlined below. Please use the following as a checklist in assembling the completed proposal and include in the order given below:

- Table of Contents Page (listing the sections and the pages on which they can be found)
- Signed Grant Proposal Cover Page (Appendix A)
- Proposal Check List (Appendix B)
- Proposal Narrative: (10 pages maximum)
  - ☐ Need for Program (1 page)
  - ☐ Program Design (2-4 pages)
  - ☐ Organizational Focus (1-2 pages)
  - ☐ Project Evaluation (1-2 pages )
  - ☐ Success and Sustainability (1-2 pages)
  - ☐ Other Points (1 page)

Assurances to Meet Requirements (Appendix C) (Not counted in page limit)

## Appendix C: Assurances to Meet Requirements of SCUSD After School Programs

The agency will comply and work collaboratively with SCUSD to uphold certified assurances.

CERTIFIED ASSURANCES	
Program Elements	
	The program will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following subject areas: language arts, mathematics, history and social science, science, and computer training.
	The program will have an educational enrichment element that may include, but is not limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. Such activities might involve the arts, music, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development.
	The program will provide a safe physical and emotional environment and opportunities for relationship-building and will promote active student engagement.
	The program will collaborate and integrate with the regular school day program and other extended learning opportunities.
	The program will provide a snack that conforms to the nutrition standards in the California <i>Education Code</i> , Part 27, Chapter 9, Article 2.5, commencing with Section 49430.
	The program will provide opportunities for physical activity.
Program Plan	
	Partners to this proposal, as well as school staff, have demonstrated commitment to supporting the program and sharing responsibility for the planning and quality of the program at the designated site(s).
	The program is planned through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g., city and county parks and recreation departments), local law enforcement, community organizations, and the private sector.
Program Operations	
	The program will maintain a student-to-staff member ratio of no more than 20:1.
	The program will begin operation immediately upon the end of the regular school day. (Note: A regular school day is any day that students attend and instruction takes place.)
	The program will operate for a minimum of 15 hours per week k for an After School Education and Safety program
	The program will operate until at least 6:00 p.m., on every regular school day.
	The program will establish a reasonable early release policy for students attending the after school component.
	Elementary students should participate every day that the after school program operates.
	A flexible attendance schedule for middle and/or high school students may be implemented in order to develop an age-appropriate program. Priority for enrollment will be given to students who attend daily.
	Every student attending a school operating a program is eligible to participate in the program, subject to program capacity.
	The program is not required to charge family fees or conduct individual eligibility determination based on need or income.
	The program will provide all notices, reports, statements, and records to parents or guardians in English and the student's primary language when 15 percent of the students enrolled at the school site speak a single primary language other than English as determined by language census data from the preceding year.

The agency will comply and work collaboratively with SCUSD to uphold certified assurances.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D:

### PROGRAM GOALS

Listed below are the five (5) required program goals that **MUST** be reported on throughout the project. You may add others if you choose. Once added they must be reported on for the duration of the project.

Data sources are what you will use (tests, grades, etc.) that are **statistical & measurable** to show outcomes/change. Use only data sources for which you will have results that can be compared within grant reporting timeframe.

#### 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.

*This might include but not be limited to: nutrition, physical fitness, and social-emotional development/asset building, and bullying and harassment prevention, safety issues (fire, bike, water, home alone, dating, car, etc.), social-emotional development (asset development), and/or substance abuse prevention, etc.*

3. To enhance a student's enrichment opportunities by providing a broad array of age-appropriate, student-driven, high interest learning opportunities.

*This might include but not be limited to: visual and performing arts (art, music, dance, theatre, performances, and exhibits), cultural/multi-cultural activities, financial literacy or career planning and college exploration, and service learning, etc.*

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

#### Sustainability Goal:

1. 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.

## Appendix E:

### Proposal Review Form

Please review your proposal against the following criteria

<b>Need for Program</b> <ul style="list-style-type: none"> <li>• Demonstrates an understanding of student needs and a clear approach to addressing those needs</li> <li>• Outlines a unique plan to improve student learning</li> </ul>	<b>Program Design Part 1 Program Description</b> <ul style="list-style-type: none"> <li>• In-depth understanding of District policy and alignment to District priorities</li> <li>• Clear plan for recruitment and retention</li> <li>• Organizational structure that supports high quality programming</li> <li>• Comprehensible plan to infuse youth and parent feedback</li> </ul>	<b>Program Design Part 2 Elements of High Quality Programming</b> <ul style="list-style-type: none"> <li>• Linkages to the school day</li> <li>• High-quality staff</li> <li>• Safe and appropriate environment</li> <li>• High-Interest Programming</li> </ul>
<b>Organizational Focus</b> <ul style="list-style-type: none"> <li>• Employs qualified staff with adequate means to do the work required</li> <li>• Includes a well-developed plan to communicate w/school, parents, etc.</li> <li>• Provides for adequate professional development opportunities</li> </ul>	<b>Project Evaluation</b> <ul style="list-style-type: none"> <li>• Effective plan for evaluating progress in meeting program goals</li> <li>• Cites data sources to be used for evaluation</li> <li>• Includes plan to inform staff and stakeholders of progress</li> </ul>	<b>Success/Sustainability</b> <ul style="list-style-type: none"> <li>• Demonstrates past success in ASP</li> <li>• Planning for capacity building and sustainability</li> </ul>
<b>Other Points</b> <ul style="list-style-type: none"> <li>• Demonstrates unique, innovative techniques and skill sets that will benefit students and programming</li> </ul>		

## **Appendix F:**

### **SCUSD Qualified Providers List**

The following agencies and/or providers have successfully demonstrated the qualifications, capacity and collaboration required for contractual partnership with SCUSD After School Programming, and are currently contracted provider partners within SCUSD:

- Boys and Girls Club of Greater Sacramento
- City of Sacramento START Program
- City of Sacramento, Teen Services
- Club Z! Tutoring
- New Hope Community Development Corporation
- Roberts Family Development Center
- Sacramento Chinese Community Service Center
- Target Excellence
- Think Together