Sacramento
City Unified
School District

REQUEST FOR PROPOSALS

FOR

EXPANDED LEARNING

PROGRAMS

Request for Proposals Issued: September 3, 2014

Deadline for Submittal of Proposals: October 2, 2014

Table of Contents

Request for Proposals for Expanded Learning Programs

I. PROGRAM FOCUS AND OBJECTIVES

The Sacramento City Unified School District ("SCUSD") Expanded Learning 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 supports high quality before and after school education and enrichment programs.

The SCUSD Expanded Learning Programs involve collaboration among parents, youth, representatives from schools and governmental agencies, such as local law enforcement, and individuals from community-based organizations and the private sector. Programs are created through partnerships between schools and local community resources to provide students with safe, constructive opportunities for academic support and enrichment activities.

Agencies desiring to operate an expanded learning program within SCUSD must link and support the SCUSD mission and overall District goals (see District website). Agencies must have a comprehensive whole child plan that is aligned with *the SCUSD Expanded Learning Services'* focus on the student learning and is oriented to continuous improvement. Awards are provided to expand school day learning, to keep youth safe, and to provide students with academic support and enrichment opportunities

The funding provided by SCUSD Expanded Learning Services Afterschool Program is intended to:

- Operate a before or after school program during the regular school year (with the potential for separate contract awards for summer)
- Provide direct service to SCUSD students at the <u>awarded site</u>.
- Support student academic performance, with targeted efforts for 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 access to knowledge about health and wellness
- 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.

Background

The Sacramento City Unified School District is the 12th largest school district in California and one of the 100 largest in the United States, serving over 43,000 students on over 75 campuses. Neighborhoods served range from leafy affluent areas around the Capitol to federal housing projects. 72% of SCUSD students qualify for a free or reduced-price lunch; at 26 schools, 90-100% of students meet this federal poverty threshold, in part because Sacramento's unemployment rate hovers around 8.3% – almost 2% higher than the national average.

II.   INSTRUCTIONS

Interested agencies are invited to submit one original signed proposal and two additional (2) hard 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 Thursday, October 2, 2014 to the following address:

<div align="center">

Sacramento City Unified School District
Contracts Office
5735 47th Avenue
Sacramento, CA 95824

</div>

The sealed envelope shall be marked on the outside lower left corner with the words "Expanded Learning Programs 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 and electronic copies will not be accepted.

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. Agencies are responsible for checking the website periodically for any updates or revisions to the RFP.

Requests for Information

Questions related to this RFP should be submitted in writing to Kimberly Teague, Contract Specialist, at kimt@scusd.edu no later than Friday, September 12, 2014. Specify "RFP for Expanded Learning Programs" in the subject line. Responses to all questions received will be answered at the Bidder's Conference and posted on the Districts website.

A Bidder's Conference is scheduled for **Tuesday, September 16, 2014 at 4:00 PM** at the SCUSD Serna Center, Tennessee Room.

Each Agency must have a representative at the Bidder's Conference TO APPLY.

Please note: Agencies on the current qualified provider list do <u>not</u> need to submit a new proposal. Agencies on the current qualified provider list do <u>not</u> need to attend the bidder's conference. Please review Appendix D for a list of current qualified providers**.**

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

III. ELIGIBLE AGENCIES

Agencies 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.

IV. AWARD AMOUNTS AND DURATION

Time Period:
The SCUSD after school service agreements will be an initial award for one year with the ability to secure funding for an additional two (2) years, pending a review by SCUSD Expanded Learning Services of progress in meeting established outcomes at the end of year one. Successful awardees' first year contract will run from approximately October 15, 2014 to June 30, 2015. The actual start and ending date will depend on completion of all procedural requirements associated with the RFP process.

Size of Award:
The amount of the contract will be negotiated upon award and is determined by a number of variables (attendance, number of students, grant funding allocations).

Number of Awards:
Applicants interested in single or multiple sites may submit one proposal. The number of Awards funded will depend on the number of schools and funds available. **SCUSD is not obligated to award contracts under this RFP.** 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, Expanded Learning Services Unit. Awards made under this Request for Proposals are subject to the approval of the SCUSD Board of Education.

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 Expanded Learning 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 Expanded Learning Services will utilize technology to work together, including, but not limited to, SCUSD Infinite Campus Student Information System (SIS), SCUSD Expanded Learning Services website and 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 vision and mission as well as the Youth Development Support Services Office (i.e. Social Justice Youth Development, Bullying Prevention; Obesity Prevention; Red Ribbon Week, etc.)

- Grantees will work with the school community and the SCUSD Expanded Learning Services to create, refine, and modify the site Expanded Learning 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 are 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 performance
- Mathematics and science education activities
- Visual and performing arts education activities
- Service Learning programs
- Tutoring services (including those provided by senior citizen volunteers and mentoring programs)
- Programs that provide Expanded Learning 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. CONTENTS FOR PROPOSALS

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondents' qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal.

The proposal shall be organized in the format listed below. 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.**

Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

- **A.** Signed Grant Proposal Cover Page (Appendix A)
- **B.** Table of Contents

C. Proposal Narrative: (10 pages maximum)

Structure the narrative by addressing the following:

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 Total (2-3 pages)

   Program Description (15 points)

   a. Please describe how the program will be mission aligned with SCUSD and the SCUSD Expanded Learning 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 Expanded Learning Program and specifically the program manager/ site director position.
   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 Expanded Learning 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 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 page). Refer to Program Goals in Appendix C.

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 Expanded Learning 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 pages)

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.

D. Assurances to Meet Requirements (Appendix B) (Not counted in page limit)

Additional Requirements:

- Narratives must not exceed 10 pages, 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 against the 10-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.

- 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 <u>first page</u> of the proposal package. <u>Do not add any other type of cover or title sheet, and do not use any transmittal letter.</u> It is important that the cover page show the specific information requested, including agency address and other details listed. The proposal cover page shall be dated and signed by the person authorized to enter into contracts on behalf of the bidder.

The following <u>will not be counted in the Narrative 10 page limit</u>: Proposal Cover Page, or any required appendices, as specified in the RFP.

The agency <u>may not substitute additional attachments</u> 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.

VIII. <u>SELECTION CRITERIA</u>

A Selection Advisory Committee comprised of individuals who have extensive experience in such areas as out-of-school time programs, reading/language arts, mathematics, community and school partnerships or school improvement will evaluate and select those agencies deemed to be the most highly qualified to perform the required services. The evaluation of proposals and the basis of award will be based on the review and analysis of numerous factors, which will include, but not be limited to, the following:

1. Completeness
2. Service Descriptions
3. Cost
4. Proposed Staff
5. Relevant Experience
6. Responses to conditional requirements*
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.

Upon evaluation of all submitted proposals, a limited number of Agencies deemed most qualified to provide the requested services may be subject to Verification, which 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 California Department of Education.

The names of all Agencies submitting proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFP process, committee comments and evaluation scores, as well as the contents of all proposals become public information. Agencies that have not been selected will be notified in writing after the conclusion of the selection process.

Appendix A:

GRANT COVER PAGE

Due date: October 2, 2014

EXPANDED LEARNING PROGRAMS

PLEASE CIRCLE WHICH TYPE OF PROPOSAL:

ELEMENTARY SCHOOL(S) PROPOSAL   **MIDDLE SCHOOL(S) PROPOSAL**

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 & Title (typed):   _____

Email: _____

Telephone: _____

Address: _____

_____

Appendix B: Assurances to Meet Requirements SCUSD Expanded Learning 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 expanded learning opportunities.
The program will provide a snack that conforms to the nutrition standards in the California *Education Code*, 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.
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 in the expanded learning program each day program operates.
A flexible attendance schedule for middle/junior 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 C:

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

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

Appendix D:

SCUSD Qualified Providers List

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

- Boys and Girls Club of Greater Sacramento

- Center for Fathers and Families

- City of Sacramento, START Program

- City of Sacramento, Teen Services

- New Hope Community Development Corporation

- Roberts Family Development Center

- Sacramento Chinese Community Service Center

- Target Excellence

- Think Together