



REQUEST FOR PROPOSALS

For

AFTER SCHOOL PROGRAM

PROVIDERS

Request for Proposals Issued: July 20, 2012

Deadline for Submittal of Proposals: August 20, 2012

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 47th Avenue
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the name of the provider. After School Program Provider
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 47th 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 no later than Monday, July 30, 2012. the subject line.

Each a qualified provider list do not need to submit a new proposal or for a list of current qualified providers.

. Please note: Agencies on the current Please review Appendix F

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.

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.
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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

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-
-point font, Times New Roman.
Include all requested supporting documents in the Appendices, which **do not** count as 12-page total.

- 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

GRANT COVER PAGE

August 2012

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

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 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.

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