



**REQUEST FOR PROPOSALS**

**FOR**

**EXPANDED LEARNING**

**PROGRAMS**

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Request for Proposals Issued: September 3, 2014  
Deadline for Submittal of Proposals: October 2, 2014

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# Request for Proposals for Expanded Learning Programs

## I. PROGRAM FOCUS AND OBJECTIVES

The 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 awarded site.
- 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
  
- Develop an awareness and appreciation of different cultures.
- Increase opportunities for service learning and community service



### **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 award first year contract will run from approximately October 15, 2014 to June 30, 2015. The actual start



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, linkage Pd f

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.



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 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 will not be counted in the Narrative 10 page limit: Proposal Cover Page, 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.

## **VIII. SELECTION CRITERIA**

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 1 59.4 if nF,eti oe pu 0 0-s n evaluation of a5.

**GRANT COVER PAGE**

**Due date: October 2, 2014**

***EXPANDED LEARNING PROGRAMS***

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

**Appendix B: Assurances to Meet Requirements SCUSD Expanded Learning Programs**

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

| <b>CERTIFIED ASSURANCES</b> |   |
|-----------------------------|---|
| <b>Program Elements</b>     |   |
|                             | 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. |



## **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