Request for Statement of Qualifications for

Expanded Learning Programs

Deadline for Response: 4:30pm, January 17, 2020

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I.   INTRODUCTION

The Sacramento City Unified School District ("SCUSD") is seeking statements of qualifications from firms who can provide Expanding Learning Programs at our school sites. Through this RFQ process, SCUSD intends to select one or more qualified firms based on criteria outlined in the RFQ. Qualified firms will then undergo a second selection process at a school site where selection of firm will be determined by proposals and an interview panel.

Expanded Learning Programs provide 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 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 Programs 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.

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 programs. **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 expanded learning 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 Statement of Qualifications narrative. There are a number of components to a high-quality expanded learning 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 E53.901 126.02 256.37 Tm48.21 271.0

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 STATEMENT OF QUALIFICATIONS

In order for Statement of Qualifications to be considered, said Statement of Qualifications 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 Statement of Qualifications.

The Statement of Qualifications shall be organized in the format listed below. Agencies are requested to answer the questions in the order and format presented in the RFQ both to assure that all agencies present their material in a consistent manner and to promote ease of Statement of Qualifications review. **Statement of Qualifications 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 Cover Page (Appendix A)

B. Table of Contents

C. Statement of Qualifications Narrative: (10 pages maximum)

Structure the narrative by addressing the following:

1. **Need for Program:** 10 points (1 page)

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 Expanded Learning priorities.
b.   Describe the range and type of programs that will be offered.

c.

(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. <u>**Organizational Focus:**</u> 20 points (1-2 pages)

a. **Program Leadership:** (*Promising practices show that successful programs typically employ a full-time program manager.*) Each Statement of Qualifications 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 (common core and social/emotional learning).

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 provide names and contact information 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 pu

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 cover page shall be dated and signed (in blue ink) 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: Cover Page, or any required appendices, as specified in the RFQ.

The agency may not substitute additional attachments or information beyond those specified in the RFQ for the purpose of extending their narrative response. Any material exceeding the narrative limit will not be considered in rating the Statement of Qualifications. Agencies shall not include brochures or other promotional material with their Statement of Qualifications. 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 RFQ. Narrative which is beyond the ten-page limit will not be read/scored.

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 Statement of Qualifications 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. Program Design
2. Organizational Focus
3. Project Evaluation
4. Success and Sustainability
5. Relevant Experience
6. Responses to conditional requirements*

*Conditional requirements means any particular provisions specified in this RFQ, such as the requirement for school/community partnership in the Statement of Qualifications and the commitment to collect required data and work with the evaluator.

Upon evaluation of all submitted Statement of Qualifications, 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 Statement of Qualifications, such as contract performance history on record (if applicable).

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

GRANT COVER PAGE

Deadline for Submittal: January 17, 2020

EXPANDED LEARNING PROGRAMS

PLEASE CIRCLE WHICH SEGMENT(S) YOUR PROGRAM IS FOR:

ELEMENTARY SCHOOL(S)   MIDDLE SCHOOL(S)

Appendix B

Assurances to Meet Requirements of SCUSD Expanded Learning Programs

Program Operations

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