Request for Proposal (RFP)17/18-004

After School Education and Safety Program (ASES)
for Adelanto Elementary School District

Program Impact: Nine Elementary Sites, Two K-8 Sites, and Three Middle Schools

Grant Amount: $1,588,991.35
Grant Period: July 1, 2018 - June 30, 2019

RFP Timeline and Important Events

RFP Release Date	May 2, 2018
Proposal Due Date	May 30, 2018
Proposal Evaluation Period	June 4-5, 2018
Board Presentation	June 12, 2018
Award Notification	June 13, 2018

Submission Requirements

To apply in response to this Request for Proposal (RFP), please mail or hand-deliver one (1) single-sided original and three (3) double-sided copies of your proposal by 2:00 p.m. on Wednesday, May 30, 2018 to:

Lori McMillen, Purchasing Technician
Adelanto Elementary School District
11824 Air Expressway
Adelanto, CA. 92301

Responses must be received by the deadline to be considered. Responses not received by the deadline will be returned unopened to the proposer.

Any questions regarding this RFP **must** be in writing and submitted to Lori McMillen, Purchasing/Accounting Technician at lori_mcmillen@aesd.net please specify "RFP for After School Education and Safety" or "ASES" in the subject line.
Do not contact or solicit individual schools regarding this RFP.

After School Education and Safety Program (ASES)   for Adelanto Elementary School District

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Appendices:

Introduction

Adelanto Elementary School District (AESD) currently serves approximately 8,400 students, Kindergarten through eighth grade, from diverse backgrounds. The District was awarded the After School Education and Safety (ASES) grant.   The following school sites are served by the ASES program: Adelanto Elementary School, Bradach School, Columbia Middle School, Eagle Ranch School, El Mirage School, George Magnet School, Gus Franklin Elementary, Melva Davis Academy of Excellence, Mesa Linda Middle School, Morgan Kincaid Preparatory School, Theodore Vick School, Victoria Magathan School, West Creek School, and Westside Park School. It is our desire to provide our school communities a coordinated system of effective programs, services and resources that, in partnership with district and site administrators, teachers, support staff, families, and community organizations and agencies, foster safe, caring, learning environments where all students flourish and achieve at their highest potential.

It is our vision that the students experience a seamless transition between the regular school day and the after school program from a program that would expand upon learning opportunities provided during the regular school day. This would include standards, essential grade-level skills, data driven instruction, behavioral expectations, consequences, etc,. Students will be provided with an equal opportunity to succeed by promoting intellectual growth, creativity, self- discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence and physical and mental health so that each student can achieve his or her maximum capability.

Purpose of this Request for Proposal

AESD is issuing this **Request for Proposal (RFP)** to identify a qualified agency to provide implementation, with fidelity, of the specific certified assurances as stated in the ASES Grant and to provide services to students at each of the schools named above for the 2018-2019 school year. Students participating in the after school programs are involved in individual and small group tutorial, and computer-based skills programs including Lexia, Go Math, Signs for Sounds and Accelerated Reader. In addition, they are provided specific, standards based activities focusing on academic enrichment and physical recreation. All programs are provided at no cost to the families of the Adelanto Elementary School District and each student is provided a nutritious snack daily. Currently, the ASES program serves on average 1,000+ students.

AESD is soliciting proposals which align to the goals and objectives of the After School Education and Safety grant: to provide literacy, academic enrichment, personal and social growth, and other appropriate safe, constructive alternatives for students that they might not normally have access to. Educational enrichment opportunities should include robotics, technology, coding, tutoring, sports, drama, music, arts, science, cooking, world language, leadership skills, and character building.

The funding for expanded learning opportunities is intended to:

❏ Operate an after school program during the regular school year.
❏ Provide direct service to AESD students at the ASES sites.
❏ Improve the academic performance in reading/language arts and mathematics of students who are performing/failing or are at risk of failure, as identified through state and local assessments.
❏ Exhibit community partnership in delivering programs and services to children and families. Improve the health and wellness of students.
❏ Increase student participation in visual and performing arts
❏ Develop student awareness and appreciation of different cultures.
❏ Increase opportunities for service learning and community service opportunities.
❏ Raise college and career awareness.
❏ Provide information, educational resources, and parent engagement for families, and education programs and activities which enhance youth and adult learning.
❏ Demonstrate ability to participate in required evaluation and outcome measures.
❏ Collaborate with AESD to develop and implement a sustainability plan to create a robust and comprehensive program.

Eligible Agencies

Agencies eligible for AESD ASES funds must have experience in serving students who attend schools with a high concentration of economically disadvantaged students, students who are English Language Learners and students in Special Education.

Awards and Duration

AESD seeks a single agency to provide services at all eligible sites. In the event that AESD is unable to identify a single agency qualified to provide program services at all sites, multiple agencies may be selected. AESD is not obligated to award contracts under this RFP.

The AESD ASES contract will be an initial award for one year with the ability to secure funding for a total of two years, through June 30, 2020, pending a AESD review of progress in meeting established outcomes at the end of year one.

Allocation of funds is final upon successful negotiation and execution of Memoranda of Understanding. The selected agency/agencies agree to be bound by the terms of the standard AESD Memorandum of Understanding. Awards made under the RFP are subject to the approval of the AESD Board of Education.

The selected agency will report directly to the AESD representative responsible for the ASES grant. This will include providing quarterly expense and monthly attendance reports.

Additional Requirements

- ❏ Maintain 85% of the targeted attendance rate at each site.
- ❏ Work with AESD to demonstrate progress has been made toward meeting the program goals as outlined in the Memoranda of Understanding; and collect data that addresses the performance indicators of the ASES program. Aspects of reporting are subject to change based on state requirements. Utilize AESD web-based reporting system, Aeries, for reporting attendance.
- ❏ Send the program manager/site director/site coordinators to monthly mandatory professional development.
- ❏ Participate within District-wide initiatives (i.e., Bullying Awareness and Prevention, Health and Fitness, PBIS Behavior Management, etc.).

Program Elements

Eligible organizations that receive an award may use the funds to carry out 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 numerous components to a high quality after-school program.

These include, but are not limited to:
- ❏ Linkages between school-day and after-school content, curriculum, and personnel
- ❏ Remedial education activities and academic enrichment learning programs, including tutoring services (including those provided by senior citizen volunteers and mentoring programs)
- ❏ Mathematics and science education activities, focus on STEM and STEAM activities
- ❏ Arts and music education activities and service learning programs
- ❏ Enhance language acquisition for limited English proficient students
- ❏ Programs that address safety, health, physical activity and good nutrition
- ❏ Introduce technology education such as robotics and coding
- ❏ Promote parental involvement and family literacy
- ❏ Provide counseling and character education programs that address truancy, chronic absenteeism and at-risk behaviors
- ❏ Introduce effective partnerships with community-based organizations, juvenile justice agencies, law enforcement, and youth groups

Proposal Evaluation Criteria

Program progress and effectiveness

The District reserves the right to waive any irregularities or defects in any of the submissions. The District reserves the right to reject all proposals, cancel this RFP, postpone this RFP, or change the timeline for this process at any time. Submitted proposals shall not be treated as public records under the California Public Records Act (CA Govt. Code sec. 6250 et seq.) until an approved vendor is selected or an approved list of vendors is generated.

A representative committee will review and assess all proposals submitted. Proposals will be evaluated pursuant to minimum experience and components of the proposal. This evaluation will include the quality and quantity of successful relevant experience as well as demonstrated level of organizational capability. AESD may request further information from an applicant(s) before making a final decision.

Submission Criteria

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 15 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 15-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, or Schedules**

- ❏ 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 applicant.

- ❏ Complete **Appendix B** with the packet. Initial each assurance on the left hand side of the form.

- ❏ Respond to Goals on **Appendix C** in a two-page narrative (separate from the 15 page narrative)

- ❏ 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 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 **single-sided original (1); and three double-sided copies (3).** Please 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.

Proposal Content:

Structure the narrative by addressing the following:

I.   **Need for Program:** (1 page)

Describe how the proposed programs unique features will address the needs of AESD students and their families and how the programs are expected to improve student learning, including learning in the core academic areas of: reading/language arts, mathematics, history-social science, and science.

II. **Program Design:** (2-4 pages)

Program Description:

- A.   Describe how the program will be aligned with the ASES Assurances and Adelanto Elementary School Districts goals and objectives for the programs as stated in the "Introduction Section."
- B.   Describe the range and type of programs that will be offered.
- C.   Describe the process you will use to identify eligible students and the outreach services you will employ to ensure that families of eligible students are aware of the opportunity to enroll in the program.
- D.   Describe how your program proposes to attract youth and their families. Also explain how you will maintain student enrollment throughout the school year; specifically describe your strategy to retain 85% or better average daily attendance at each site. How will program schedules and offerings be designed to encourage and support regular attendance by students?
- E.   Describe the system that you will use to enroll students, take attendance and manage other student and family demographic data.
- F.   Describe your plans to provide for children's safety including sign-in and sign-out procedures. Address at least the following: sick children/medication policy, emergency procedures, confidentiality, supervision, early release policy.
- G.   Describe your procedures for ensuring that foster and homeless youth will receive priority enrollment.
- H.   Describe the procedures that will be used for these students if the program at a site is at capacity.
- I.   Describe the organizational structure that will support the ASES program and specifically the program manager/site director.
- J.   Describe how parent and youth feedback will be included in the ongoing development of the program.

Elements of a High-Quality Program:

Describe how the elements below will be addressed and incorporated into the program design.

A. **Linkages to and expansions of 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. Also describe ways in which the program will provide learning opportunities that expand upon those provided for the students during the regular school day like art projects, community trips, robotics, and/or coding.

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?

E. **Technology:** Describe how you will use technology in the program such as coding, robotics, and *District utilized intervention programs like Lexia, Signs for Sounds, and Explode the Code,* and *Accelerated Reader*. How will you utilize AESD's web-based reporting system, Aeries, for reporting attendance?

F. **Community Involvement**: How will you offer opportunities for service learning and community service opportunities?

G. **Family Involvement**: Describe how you will develop staff/family partnerships. How will families be involved in program planning? What types of family/parent education do you plan to offer? How do you propose to handle family concerns?

III. **Organizational Focus:** (1-2 pages)

A. **Program Leadership:** Each proposal must include a director/program manager at a minimum of 30 hours per week. Additionally, he/she 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's capacity to hire, train, and retain staff? State the ratio of qualified teachers to children and total adult/child ratio for your program.

C. **Schedule**: How will children's activities be planned? Give an example of a typical daily and weekly schedule (not included in page requirement).

D. **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 and standards, participation within district-wide initiatives (i.e., Bullying Awareness and Prevention, Health and Fitness, PBIS Behavior Management, etc.).

E. **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.
F. **Materials/Supplies:** Describe the type of program materials you will provide, (i.e., pencils, paper, enrichment materials, arts supplies, equipment, etc.). Will you provide: first-aid supplies, walkie-talkies, cleaning materials, etc.?
G. **Volunteers:** Describe how you will enlist, utilize, orientate, and train volunteers in the running, oversight, and promotion of the program.
H. **Special Needs Students:** Describe how you will meet the needs of students with special needs, including those with health issues, extreme behavior issues, mobility impairments and/or students with IEPs.

IV. **Project Evaluation**: (1 -2 pages)

A. Identify assessment tools that will be used to determine the needs of the children when they enter the program, during their participation in the program and a post assessment to evidence student growth.
B. How will program planning address individual needs based on the assessment?
C. Describe how children's individual needs will be shared with district and site administrator as well as individual classroom teachers.
D. Describe how you will improve the academic performance in reading/language arts and mathematics of students who are low performing or are at high risk of failure.
E. How will you demonstrate that progress has been made toward meeting the program goals; and collect data that addresses the performance indicators for the ASES program.
F. Describe your evaluation plan.
G. 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.
H. Describe how the evaluation information will be used to provide feedback to stakeholders and staff and to inform project direction.

V. **Budget and Narrative**: (2 pages)

Please provide a proposed budget as an attachment that includes revenue from all sources, i.e., District contribution, fundraising and grants, etc. At a minimum, the budget items should include:

- Revenue
- Staff salaries
- Benefits
- Food, supplies, and equipment
- Operating expenses

Please address the following items:

❏ Indicate the estimated cost per participant per day
❏ Provide evidence that there is a commitment of adequate resources for all participant
❏ Describe any in-kind contributions from partners or other funders that demonstrate capacity to sustain programming as at least a 15% match of requested funding
❏ Describe your plans for local fundraising including parent involvement

VI. Success and sustainability: (1-2 pages)

❏ **Record of Success:** Describe your organization. Include background, experience, and description of existing services provided. Describe administrative support available to the program. List the personnel responsible for the management and supervision of the program. Describe the program-level staff in terms of numbers and job titles along with a plan for children's supervision. Please tell us where and how you have been or are currently successful in implementing after school programs.

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

VII. Other Points: (1-2 pages)

❏ 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: Grant Cover Page

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GRANT COVER PAGE
ADELANTO ELEMENTARY SCHOOL DISTRICT
AFTER SCHOOL EDUCATION AND SAFETY PROGRAM
RFP 17/18-004

</div>

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: Assurances to Meet Requirements of AESD ASES Programs

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 *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 every day that the after school 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.

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

Authorized Signature: _____   Date: _____

Appendix C: Programs 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.

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, social-emotional development/asset building, 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 countless age- appropriate, student driven, high interest learning opportunities. *This might include but not be limited to:* visual and performing arts (art, music, dance, theater, performances, and exhibits), cultural/multicultural 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 after school program alignment.