



Cityspan Technical Manual

Request for Proposals

Summer 2012 and School Year 2012-13

Proposal Due Date

February 3, 2012 before 5:00 PM

Only completed proposals will be accepted

I: INTRODUCTION	2
II: GETTING STARTED	2
<i>RETURNING APPLICANTS</i>	<i>2</i>
<i>NEW APPLICANTS.....</i>	<i>3</i>
III: DEVELOPING YOUR PROPOSAL.....	5
<i>REGISTRATION</i>	<i>6</i>
<i>FINANCIAL QUESTIONS – ORGANIZATIONS ONLY.....</i>	<i>8</i>
<i>PROGRAM INFORMATION</i>	<i>10</i>
<i>PROGRAM LOGISTICS</i>	<i>11</i>
<i>WEEKLY PLAN</i>	<i>16</i>
<i>SUBMIT PROPOSAL.....</i>	<i>19</i>
IV: NAVIGATING THE PROPOSAL SYSTEM.....	20
<i>LOGIN.....</i>	<i>20</i>
<i>HOME PAGE.....</i>	<i>20</i>
<i>UPLOADING DOCUMENTS</i>	<i>21</i>
V. FREQUENTLY ASKED QUESTIONS.....	22

I: INTRODUCTION

Welcome to the **After School Matters**[®] Cityspan Proposal process! The Cityspan proposal system was the first of a series of modules that was implemented in 2009 for program and participant tracking with support from the Chicago Department of Family and Support Services.

This term, to increase efficiency, After School Matters will only require—and thus, only accept—proposals from potential providers who have not implemented a 2012 fiscal year program. *Any program providers who implemented a summer 2011 program and/or a fall 2011 program are not to submit proposals, but will instead have their program reviewed for potential re-contracting. More details are available in the Request for Proposals Instructions document and at www.afterschoolmatters.org.*

This manual provides step-by-step instructions for completion of the on-line proposal process. This manual should be used in conjunction with the Request for Proposals (RFP) document, which provides more program-based information about completing your proposal as well as an understanding of the entire RFP process. There is also a Supporting Documents resource with background information about After School Matters intended to help you complete your proposal and to understand what the requirements will be if your proposal is accepted.

As you complete your proposal online, please direct all technical questions to the Cityspan Help Desk at (866) 469-6884. All proposal content questions should be directed to After School Matters at (312) 742-6205.

II: GETTING STARTED

System Requirements: Internet Explorer version 6 (or higher) OR Firefox version 3 (or higher). You should also have the latest version of Adobe Reader installed (currently version 9). Note: there are free upgrades to the latest versions of both Firefox and Adobe Reader.

The system utilizes pop-up windows. To ensure your Pop-up Blocker is disabled for this site, on your browser toolbar, click Tools → Pop-Up Blocker → Always allow pop-ups from this site....

Returning Applicants

If you have submitted a proposal through the Cityspan system before, you can access the site with the same username and password you created previously. If you do not recall the login information, contact the Cityspan Help Desk to have it sent to the e-mail of the account holder.



Helpful Hint: An e-mail was sent to account holders who have had proposals selected. Please use this login information to access the system to access previously submitted proposals, and to ensure that your new proposal is correlated with the programs you have implemented in the past.

To access the system, visit <http://www.youthservices.net/asm/>, and enter your login credentials.



Note: This is the same page you may have used to log into programs when they are taking place to enroll teens and enter attendance, but the username and password you enter are different. You must use your RFP system credentials to submit a proposal.

New Applicants

If you have never submitted a proposal through the Cityspan system before, to create an account, go to <http://www.youthservices.net/asm/registration.asp>.

The screenshot shows the 'RFP REGISTRATION' page within the 'After School Matters' system. The page includes a 'Logout' button in the top right corner. A yellow banner at the top of the form area reads: 'Welcome to ASM's new online RFP system.' Below this, a detailed instruction block explains the registration process, including requirements for creating a user account and submitting proposals. A second yellow banner provides contact information for technical and proposal questions. The registration form itself contains the following fields: First Name, Last Name, Contact Phone Number, Email (will be used as username), Email (confirm), Password, Password (confirm), Organization or individual? (with radio buttons for Organization and Individual), Tax ID or EIN #, and Organization\Fiscal Sponsor. A 'Create Account' button is located at the bottom of the form.

Account Creation Instructions

To create an account, enter the following information:

- Your Name
- Your Phone Number
- Your Email – this will be your username when logging into the system
- Create a Password – must be at least 10 characters
- Select “Organization” or “Individual,” based on whether you are submitting a proposal as part of an organization or independently.
- Your Organization’s Tax ID number
- Your Organization or Fiscal Sponsor

Click “Create Account.” If there were any errors, you will be asked to re-enter information. Otherwise, a message will display, “Successful Registration. Please login now with your e-mail address and password.” Click the login link. Enter your e-mail in the username box and the password that you created.

The screenshot shows the 'LOGIN' page within the 'After School Matters' system. The page is divided into two main sections. The left section is titled 'CITYWIDE PARTICIPANT TRACKING SYSTEM' and contains a 'LOGIN' section with fields for 'Username:' and 'Password:', and an 'ENTER SYSTEM' button. Below the login fields, it says 'For assistance, call the Help Desk. Toll free - 1-800-489-2126.' The right section is titled 'NOTICES:' and is currently empty.

After you create an account, use the following link to access the system:
<http://www.youthservices.net/asm/>.



Helpful Hint: System users will only be able to view proposals that they created. Therefore, if multiple people from your organization will be working on the same proposal or if you want to view other proposals that have been created for your organization, you should share the same UserID.

A couple scenarios for setting up user accounts are provided below.

Scenario 1:

ABC Organization has multiple locations and plans to submit proposals for each site. Each site has designated someone to be responsible for submitting a proposal. The different sites do not need to view each other's proposals.

Solution: Each proposal lead at ABC Organization will create an account, using his/her email and a password. When the proposal leads at each site create an account, they will use the same Tax ID number. They will use their own email address and a password. Each proposal lead will create a proposal for their site and will only be able to see the proposals that they created.

Scenario 2:

XYZ Organization has one site with five team members. The organization plans to submit two proposals. Each team member will be working on different sections of the proposals.

Solution: The 1st person to create an account for XYZ Organization will enter the Tax ID number and his/her email address and password. He/she will share this email and password with the team. All team members will logon to the system with the same email and password so that they can all work on the proposal for XYZ organization.



Note: Two people should not be working on the same section of a proposal at the same time; otherwise they may overwrite each other's work.

III: DEVELOPING YOUR PROPOSAL

On each screen, a red border at the top of the screen on the left indicates that not all required fields are complete. All required fields will display the same red left border.



Note: In some cases, you will need to click “Save” for the system to recognize that you have completed required fields and for the red message on the top to update. To check if you have completed all required fields, click “Save.” Any required fields will continue to display the red line to the left.

You can save a form at any time, whether all fields are complete or not. You will not be able to submit until all required fields are complete. If you try to submit an incomplete form, any missing or invalid fields will be highlighted with a pink background.



Note: Once you submit a form, you cannot edit the form.



Helpful Hint: You must complete Program Information before moving on to the rest of the forms. Then, you can complete the other sections in any order. You do not need to submit those sections until you are ready to submit your complete proposal.

You will see the following buttons in the upper right corner of the form:

- Click **Cancel** to return to the previous screen without saving.
- Click **Save** to save your entries.
- Click **Save & Return** to save your information and return to the previous screen.
- Click **Submit** once you have completed all information on this form. Once you submit a form, you cannot edit the form.

After you have made the selections on a form, click "Submit." A pop-up message will ask if you are sure you want to submit final. Click “OK” (or “Cancel” to return).

Registration

All applicants will begin by entering their contact information.

Organizations must provide the following contact information:

- Organization Name
- Organization Address
- Organization Phone Number
- Organization Fax Number
- Organization Website (optional)
- Executive Director Name
- Executive Director Phone Number: at least one of the following (home, work, cell)
- Executive Director E-mail
- Contract Administrator Name
- Contract Administrator Phone Number: at least one of the following (home, work, cell)
- Contract Administrator E-mail

The following contacts are required for **both Independent Instructors and Organizations**:

- Primary Contact First Name / Last Name
- Primary Contact Address: Street, City, State, Zip Code
 - This is for Independent Instructors only. For Organizations, the address provided for the organization will be used for all contacts except instructors.
- Primary Contact Phone Number: at least one of the following (home, work, cell)
- Primary Contact Email Address

The screenshot shows a web application interface for 'After School Matters'. On the left is a navigation menu with 'FY 13 RFP', 'Issue Tracker', and 'Admin List'. The main content area is titled 'REGISTRATION' and contains a green message box: 'When you are ready, your form is ready to submit.' Below this are several form sections: 'Organization' (with a sub-section for 'Organization Name'), 'Mailing Address', 'Website', 'Executive Director' (with a sub-section for 'First Name'), and 'First Name'. At the top right of the form area are buttons for 'Cancel', 'Save', 'Save & Return', and 'Submit'. A 'Logout' button is located in the top right corner of the overall page.

Organizations must also respond to questions about their capacity. The first is related to an organization's ability to increase the programming it implements. The second is related to the number of teens the applicant can enroll in your proposed programs. While After School Matters intends apprenticeships to serve 30 teens, it recognizes that there are some legitimate reasons why a program may serve fewer. This is an attempt to capture that information.

Additional Programs

Would you be willing and able to implement programs in addition to the ones for which you are applying?

Yes ▾

If so, please describe anything you would need beyond the funding for the additional program, and discuss if you would take on a program that After School Matters developed with instructors it had recruited.

0 characters (500 max)

Program Capacity

Please indicate how many teens each of your programs can accommodate (if amounts vary, enter the smallest number).

28 ▾

Please explain the reason for fewer than 30 teens.

At the bottom of the page, is a section on previous After School Matters experience, which all applicants are required to complete.

Experience

Have you implemented an After School Matters program before?

Yes ▾

If so, in which Region(s) (check all that apply)?

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Downtown

In the last year, what percentage of your funding was provided by After School Matters? (e.g. for 10%, enter 10)



Note: You must submit the Registration form before you can go on with content of the proposal. Organizations may, however, begin working on the Financial Questions.

After School Matters [Logout](#)

FY 13 RFP

Issue Tracker

Admin List

RFP Cycle Chooser

SCHOOL YEAR RFP ▾

REGISTRATION

[Registration](#)
Not Submitted

PREREQUISITES

[Financial Questions](#)
Not Submitted

You must submit the Registration and Financial Questions forms before you can create proposals.

Financial Questions – Organizations only

Organizations need to provide After School Matters with figures about their last two fiscal years. They also need to [upload](#) financial statements for their last fiscal year. Organizations are asked whether or not they have an annual audit and if so, they need to [upload](#) the last audited financial statements as well. We understand that these documents may or may not cover the same timeframe.

After School Matters [Logout](#)

FY 13 RFP

Issue Tracker

Admin List

FINANCIAL QUESTIONS

Cancel
Save
Save and Return
Submit

Your data has been saved, but you cannot submit the form until you have completed all required fields. Look for fields and messages with the red left border.

Please include information for the last two fiscal years (FY)

	2 Years Ago	Last Year
Total Revenue	0.00	0.00
Revenue From ASM	0.00	0.00
Working Capital		
Current Assets	0.00	0.00
Current Liabilities	0.00	0.00
Net Income	\$.00	\$.00
Amount of Debt at FY end	0.00	0.00

Click Save to calculate Net Income

Are your financial records audited annually by an independent Certified Public Accountant (CPA)?

Yes No

Most Recent Audited Financial Statements

[upload file](#)

Most Recent Completed Year's Financial Statements

[upload file](#)

New Proposal

Once you submit Registration, click the “New Proposal” link under “Proposals” to start entering the content of a new proposal. (This link will change to display the Program Name once it is entered in this section.) You may also click on the “Add Additional Proposal” button to start working on other proposals.

You need one proposal per program. If you want to implement the program in the summer and during the school year, you simply select “Year Long” as the Term under Program Information. However, if any of the following will be different from the summer to school year, you will need to submit separate summer and school year proposals:

1. Locations*: for example, one program in the North Region that can be replicated in the Central Region with different instructors
 - Under Program Logistics, provide details on where each version of the program will take place
 - *If you propose a community program in different places on different days, use the “add site” button on Program Logistics to enter the other locations. We will get the details of when it will be at other locations if the proposal is selected.*
2. Setting: for example, in the summer it would be a community program, but in the school year, it would be a campus program Under Program Logistics, provide details on where each version of the program will take place
 - Under Program Information, one should be marked summer, community and the other should be marked school year, campus
3. Model: for example, in the summer it would be a pre-apprenticeship, but in the school year, it would be an apprenticeship
 - Under Program Information, one should be marked summer, pre-apprenticeship and the other should be marked school year, apprenticeship

After School Matters

[Logout](#)

FY 13 RFP

Issue Tracker

Admin List

RFP Return

Thank you for your interest in After School Matters (ASM). Please use the forms below to complete your proposal. You must complete and submit each form in order to have access to work on the next form.
All forms must be submitted by February 3, 2012 at 5:00pm CST.

[Training Manual](#) | [Informational document](#) | [Supporting documents](#)

<u>Program Information</u>	Not Submitted
You must submit the 'Program Information' form before proceeding with the other forms.	
Program Logistics	Not Submitted
Questions	Not Submitted
Weekly Plan	Not Submitted
Program Schedule	Not Submitted
Add. Costs	Not Submitted

Status: Not complete
Please submit the forms marked 'Not Submitted'.

All of the RFP forms above must be submitted by February 3, 2012 at 5:00pm CST.

Program Information

Click on Program Information to start the proposal. This section needs to be completed and submitted before you can move onto the other sections. You will need to enter the following data in the Program Information form:

1. **Program Name** – Enter the title for the proposed program (e.g. Creative Writing). If selected, this will appear on the After School Matters website and on your contracting documents. It will be used with teens as well as with funders.
2. **Term** – Select from the dropdown list (*summer, school year, or all year* meaning summer and school year).
3. **Setting** – Select from the dropdown list (*campus or community*).
 - Please note that independents can only apply to implement campus programs.
4. **Program Model** – Select from the dropdown list (*pre-apprenticeship, apprenticeship, advanced apprenticeship, or internship*). Please note the following restrictions:
 - Independent applicants can only propose for advanced apprenticeships in the summer.
 - Internships are only available in the community setting.
5. **Program Classification** – Select the appropriate classification of your program from the list. Select the Content Area, then Sub-Content Area, then Category. Download the Request for Proposals document to view the Program Classification Chart.

After School Matters Logout

PROGRAM INFO Cancel Save Save & Return Submit

You cannot submit the form until you have completed all required fields. Look for fields and messages with the red left border.

Program Name

Please indicate the term for this proposal.

Year Long

Setting

Community

Model

apprenticeship

Content Area

Gallery

Sub-Content Area

Culinary

Category

Catering

Work your way from the top to the bottom of this form. As you make selections in one dropdown, it will activate subsequent dropdowns. Once you are done, click “Submit.” Remember that you cannot move on until you submit this section. That said, you can save your work and submit it at a later time if you are unable to complete it in one sitting.

Program Logistics

Once Program Information is submitted, you can click “Program Logistics” to enter information in this form. Though this form is different for Campus and Community proposals, the system for identifying instructors is the same for both.

FY 13 RFP Issue Tracker Admin List	PROGRAM LOGISTICS Cancel Save Save and Return Submit
	Fields that are required but blank or otherwise aren't valid will display a red left border.
	Instructors
	Instructor 1
	FIRST NAME
	<input type="text"/>
	LAST NAME
	<input type="text"/>
	EMAIL
	<input type="text"/>
	MAILING ADDRESS
	<input type="text"/>
	CITY
	<input type="text"/>
	STATE
<input type="text"/>	
ZIP	
<input type="text"/>	
Zip code must be 5 digits.	
PHONE (home)	
<input type="text"/>	
PHONE (work)	
<input type="text"/>	
PHONE (cell)	
<input type="text"/>	

Instructor Information

You are responsible for identifying instructors for your program. Since you may be proposing for more than one program or for more than one term, you may need to submit information on more than 2 instructors. One instructor may be used for multiple programs/terms, but you must be able to provide a sufficient number of instructors should all the proposed programs be accepted given that program schedules often overlap.

Independents, please note that though you as the applicant are likely to be one of the instructors, you need to enter yourself as an instructor as well.

The quality of the instructor(s) is an important indicator of the quality of a program. Internships are only required to have one instructor; all other program models require two instructors. For each instructor, you must enter:

- Instructor First Name / Last Name
- Instructor Address
- Instructor Phone Number – at least one of the following: home, work, cell
- Instructor E-mail
- Instructor Website (optional)
- Various education and experience questions:
 - Profession


- Number of years in profession, working with youth and working in the field of the program
- Highest degree completed and concentration
- Other professional development work and/or certifications (optional)

WEBSITE	<input type="text"/>
RESUME	upload file
WORK SAMPLE	upload file
Profession	<input type="text"/>
Number of years in profession	<input type="text"/>
Number of years working with youth	<input type="text"/>
Highest Degree Completed	<input type="text"/>
Concentration	<input type="text"/>
Number of years working in the program content area field	<input type="text"/>
Other Professional or Youth Development related coursework or enrichment (workshops, professional development, conferences, classes, etc.)	<input type="text"/>
Certifications/Associations/Awards	<input type="text"/>
Two instructors are required. Click the 'Add an instructor' button below.	
	<input type="button" value="Add an instructor"/>

Click here to add information for the 2nd Instructor.

Instructor Documents

- Resume – this must be uploaded. Microsoft Word and PDF files are preferred.
- Work Sample – e.g. slides, photographs, papers, portfolios, video, audio, curricula. This is optional to upload. Note the file restrictions in [Uploading Documents](#).
 - Alternatively, any instructor who already has work samples displayed on a Web site may prefer to provide the URL in the Web site box.

 **Note:** Resumes are important for both identifying the qualifications of the instructor suggesting what the quality of the program would be and also for determining pay rates for instructors if the proposal is accepted.

Campus Sites

For campus proposals, applicants are asked to indicate their first preference of Regions. In the case that programming is not available in the preferred Region, applicants are asked to check as many of the other Regions where they would be able to implement their proposed program.

Applicants may also indicate what campus they prefer; though that is optional. If they do have a preference, they must enter an explanation as well.

The screenshot shows a form titled "Site 1" with the following sections:

- First Region Preference:** A dropdown menu.
- Select other Regions where you would be willing to run your program:** Three checkboxes labeled "North", "Central", and "South".
- Preferred campus:** A dropdown menu.
- Reason for preference:** A text input field with a scroll bar on the right.

Since instructor and school schedules must be taken into account to successfully place selected proposals, applicants are also asked to indicate their availability by day.

The screenshot shows a form titled "Availability" with the following sections:

- Programs can take place as early as 2:30 p.m. and run as late as 7:30 p.m. during the week. Please indicate the days that you are available to implement the proposed program during those hours. Specific schedules will be determined in collaboration with the schools.**
- Only the Downtown Region meets on Saturdays. Saturday programs in the Downtown Region require Instructors to be available for four hours between 9:00 AM and 5:00 PM. If you are applying to the Downtown Region, please indicate whether or not you are available on Saturday as well.**
- Mondays - Are you available between 2:30 and 7:30 p.m.?** Radio buttons for "Yes" and "No".
- Tuesdays - Are you available between 2:30 and 7:30 p.m.?** Radio buttons for "Yes" and "No".

Community Sites

If the site for the proposed program is the same as the organization information that was entered under Registration, check the box so that you do not need to enter that information again. Otherwise, you either need to select from the drop-down of existing location. If your location is not listed, pick “[new location]” from the top of the drop-down and enter the requested information.

In either case, the applicant is asked to indicate the room within the site where the program will meet. It is also asked to identify the After School Matters Region within which the proposed site falls. Click the “boundaries” link for more details.

Site 1			
Check here if Program Site address is the same as the Organization's address			
<input type="checkbox"/>			
Choose your location from the list; or select 'new location' if it's not in the list.			
[new location]			
Site Name			
St. No.	St. Direction	St. Name	St. Suffix
City	State	Zip	
Zip code must be 5 digits.			
Phone		Fax	
Room		ASM Region boundaries	

Since After School Matters is working to saturate certain campus locations, applicants are asked to consider whether or not they would be willing to move the proposed program into a campus. If so, they may indicate what campus they prefer; though that is optional. If they do have a preference, they must enter an explanation as well.

Would you be willing to move this proposed program into one of the high schools After School Matters partners with to help it realize saturation goals outlined in the strategic direction?
Yes
Select your preferred campus.
Please describe the reason for your preference.

Applicants must provide contact information for a Community Liaison who will be responsible for administrative work associated with the program, including collecting teen paperwork and updating teen data in another online Cityspan module.

COMMUNITY LIAISON for site 1		
First Name	Last Name	Email
Phone (home)	Phone (work)	Phone (cell)

Use the Start and End Time drop-downs to fill in the proposed program schedule. You need to round to the nearest 15 minutes. You will leave the drop-downs blank on the days when the program will not meet.

If you are proposing a Year Long program and you intend to have different summer versus school-year schedules, enter the summer schedule. If your proposal, you will be able to access your fall schedule in advance of the teen application going live in August to make the necessary adjustment.

Days and Times of Program (Reference the Program Model Comparison Chart in the RFP document)		
	Start Time	End Time
At least one day, start and end time, are required.		
Monday	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>

Community applicants who have one program that will be using different sites (e.g. the same 30 teens and 2 instructors are at *Site A* on Mondays, but at *Site B* on Wednesdays) should click on the “Add Site” link to enter information about the second location. If the program is selected, details about where the program will be on what days will be confirmed at that time.

Instructor Plan
<div style="border: 1px solid gray; width: 100%; height: 100%;"></div>
Teen check delivery location
Teen award checks will be made available to organizations in advance of the check date. They can be sent via courier to a site of your choosing, but someone will need to be available to sign for the checks all day, as the time cannot be specified. If that is not a possibility, you can opt to pick up the checks from After School Matters downtown office.
<input type="text"/>
<ul style="list-style-type: none"> Same as program site Same as organization After School Matters main office Other location

Questions

Once the Program Information section is submitted, applicants can edit the Questions section by clicking on the “Questions” link. Which content-related questions are displayed is based on the selections made in Program Information. Enter the answers by typing in the space provided in the system. Each text box has a character maximum. Character counts are displayed once you start typing in the text box.



Helpful Hint: The system does not have a spell check function. Therefore, we suggest that you create a Word document to develop your answers to the questions. Then, you can copy and paste your answers in the text boxes. Be sure that the entire response is copied. If your selection is more than the maximum characters, you will lose the end of your response.



Helpful Hint: Wherever you see blue, underlined text, you can click to get a pop-up of additional information related to the question.



Note: You are encouraged to Save regularly to ensure that you are not timed out of the system. If the system logs you out before you click Save, you will lose the information you were working on.

Weekly Plan

Once the Program Information section is submitted, applicants can edit the Weekly Plan section by clicking on the “Weekly Plan” link. The number of weeks displayed is based on the selections made in Program Information. Enter the answers by typing in the space provided in the system.



Helpful Hint: The system does not have a spell check function. Therefore, we suggest that you create a Word document to develop your answers to the questions. Then, you can copy and paste your answers in the text boxes. Be sure that the entire response is copied. If your selection is more than the maximum characters, you will lose the end of your response.



Helpful Hint: Wherever you see blue, underlined text, you can click to get a pop-up of additional information related to the question.



Note: You are encouraged to Save regularly to ensure that you are not timed out of the system. If the system logs you out before you click Save, you will lose the information you were working on.

FY 13 RFP

Issue Tracker

Admin List

WEEKLY PLAN

Cancel Save Save and Return Submit

Fields that are required but blank or otherwise aren't valid will display a red left border.

The Weekly Program Plan is an important part of this application. It serves as the road map for implementation of the proposed program. Weekly plans are reflective of the creativity and quality of the program. In addition, ASM program quality staff will reference the plan when conducting site visits to ensure compliance and accountability. A detailed weekly plan needs to articulate the following:

Objectives

- Clear weekly objectives identify what you aim to achieve that week and how it will help the teens progress toward attainment of the program goal

Activities

- Strategies to foster inclusiveness and teamwork
- Define activities that career readiness skills attainment and development of resumes/portfolios
- Define activities that foster Progressive content skill development
- Define activities that support service learning credit
- Define the final performance/product/presentation (last two weeks of each term)

Skills Learned

- Define career readiness skills teens will move toward attaining as a result of the weekly activities
- Define content skills teens will move toward attaining as a result of the weekly activities
- Define other skills teens will gain as a result of the weekly activities

Note

* Refer to the [administrative responsibilities supporting document](#) to create the weekly plan. The weekly plan should accommodate REQUIRED instructor responsibilities such as orientation, attendance, career readiness assessments, surveys completion, etc. ALL providers will be expected to conduct these required administrative responsibilities as well as the activities outlined in the weekly plan.

**Spring weekly plan should reinforce and build on skills developed during the Fall program weekly plan

Copying and pasting responses or entering "See above" or "N/A" will negatively affect your score during evaluation.

SUMMER WEEKS ([Weekly Inst. Admin. Responsibilities](#))

WEEK 1

Activities

Equipment and Supplies

Once the Program Information section is submitted, applicants can edit the Equipment and Supplies section by clicking on the “Equip. and Supplies” link. The form varies based on the selections made in Program Information.

Internships

Read the message and click submit.

Pre-apprenticeships, Apprenticeships and Advanced Apprenticeships

Consider what items you will need to implement a successful program. Enter a brief description of the item and the quantity you will need for the duration of your proposed program. Be aware, for example, that if you have an item used up in the fall, and you will need more in the spring, the quantity should include the total of both terms. On the other hand, quantities for non-consumable items need not be increased with a longer program duration.

Initially, you will only see space for one item. Click on the “Add an item” button to access additional boxes. If you change your mind about an item, click on “Delete the above...” to remove that item. You can also write over the text you have entered.

ADD. COSTS Cancel Save Save and Return Submit

Your data has been saved, but you cannot submit the form until you have completed all required fields. Look for fields and messages with the red left border.

After School Matters budgets equipment and supply costs based on program classification. Please use [this chart](#) to see how much your program would be allocated: Equipment and Supply Costs by Program Classification.

Please indicate items and quantities.

Item	Quantity
Journals	60
Delete the above item/quantity pair	
Digital Cameras	5
Delete the above item/quantity pair	

Add an item

You can Save and Return to this page later, but will need to Submit to complete your proposal.

If your proposal is selected, this list will be refined in order to provide you with a program budget.

Submit Proposal

Your proposal is complete once all individual forms are submitted. As stated earlier, you must complete and submit Program Information before moving to the other sections. However, you can wait to submit the remaining forms until you are certain everything is complete and accurate.



Note: You CANNOT edit forms once they are submitted!

Print Proposal

You can generate a PDF version of the proposal to view and/or print. Click the “Your proposal” link. A new window will open with the full proposal. To print this document, select File → Print from your browser menu.

Confirmation Page

You will also see a link to view and print a confirmation page. You should print a copy for your records. This will provide you with a proposal ID, which will be referenced in the decision notification e-mail.

You can access the links to your proposal and confirmation page at any time.

IV: NAVIGATING THE PROPOSAL SYSTEM

Login

Go to: <http://www.youthservices.net/asm/>. To login, enter your username (email) and password.

After School Matters

CITYWIDE PARTICIPANT TRACKING SYSTEM

LOGIN

Username:

Password:

NOTICES:

For assistance, call the Help Desk.
Toll free - 1-800-489-2126.

Home Page

When you login to the proposal system, you will see a screen like the one below. This is a listing of all the proposals that you are working on or have submitted. (Note: before you create any proposals, you will see one "new proposal" in the listing. From this page, you can either: 1) Create a new proposal, 2) Delete an existing proposal, 3) Edit an existing proposal, 4) View/print a submitted proposal.

After School Matters [Logout](#)

FY 13 RFP

Issue Tracker

Admin List

Click here to return to this screen at anytime

Proposal Name will display here after it is entered into Program Information

RFP Cycle Chooser

SCHOOL YEAR RFP

REGISTRATION

[Registration](#) [Submitted](#)

PROPOSALS

Program Name	Status	
Baking	Submitted	<input type="button" value="delete"/>
new proposal	Not Submitted	<input type="button" value="delete"/>

Click here to create a new proposal

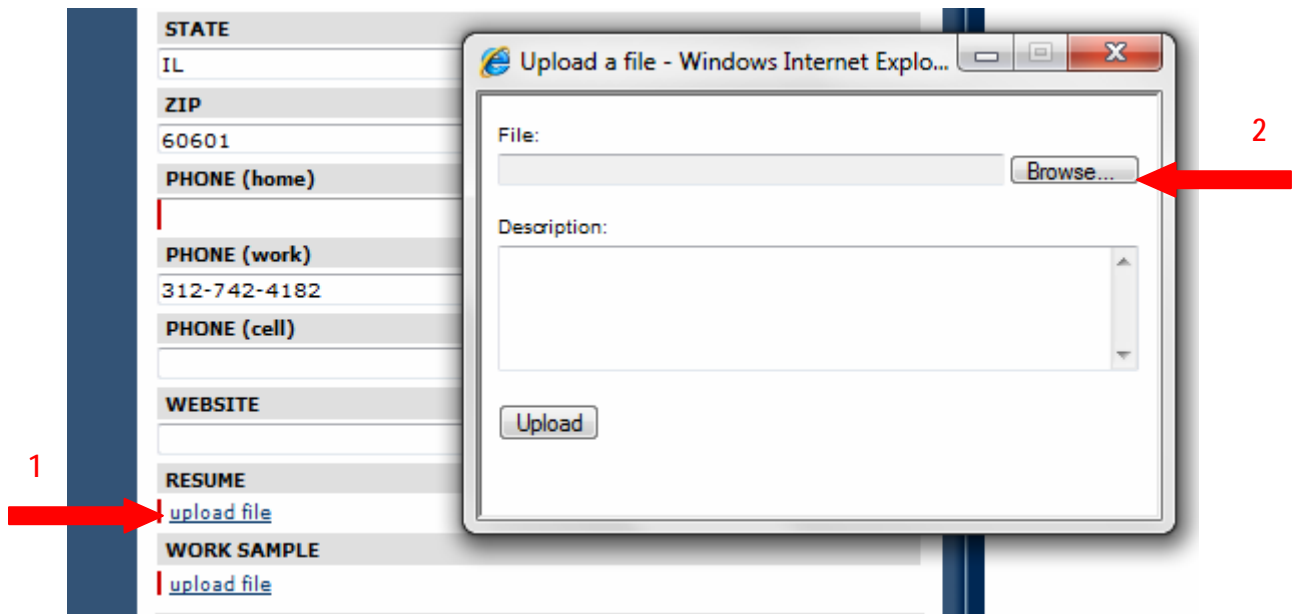
Click here to delete a proposal


This cannot be undone

Uploading Documents

The Financial Questions (organizations only) and Program Logistics forms require documents to be uploaded. For more information on those forms, use the links to find sections describing them.

- Click on the “upload file” link, which will produce a pop-up window.
- Then, click on the “Browse” button in the pop-up window to search for the document on your computer.




 **Note:** Do not exit this screen until the window closes and the name of the file displays on the screen to ensure your document has been added to the system.


After the upload is complete, you will see the name of the file listed. If you want to replace this file, you must first delete the file that is uploaded. Then you can upload a new file.

RESUME

[test.txt](#)

 **Note:** Depending on the speed of your internet connection and the size of your files, uploading documents may take a long time. For work sample documents, please follow the guidelines below. If an instructor has his/her work displayed on a website already, entering the URL in the box for website may be preferable.

- Pictures: 2-3 pictures maximum / 3 MB per file maximum
- Audio: 1 minute of audio maximum / 1 MB maximum
- Video: the maximum file size is 5 MB.

 **Note:** If you do not have the documents you need at the time, you can save the form and return when you have the documents available.

V. Frequently Asked Questions

1. Who do I contact for help?

CITYSPAN HOTLINE – Applicants that require computer technical assistance in navigating the online Cityspan proposal or downloading documents can use either of the following resources:

Cityspan Help Desk Monday through Friday 10:00 a.m. – 7:00 p.m. Phone: 866-469-6884	Issue Tracker (online support) 1. Click "Issue Tracker" on the left menu when you are logged into Cityspan. 2. Click "New Issue." 3. Enter your question in the text box and click "Save & Return." 4. A response will be provided within two business days. The response will be posted under Issue Tracker within the system <u>and</u> sent via e-mail.
---	---

AFTER SCHOOL MATTERS RFP HOTLINE & EMAIL SUPPORT

Applicants that have content-related proposal questions can contact After School Matters through the After School Matters RFP hotline or via our RFP support email address. Questions will be responded to within one business day.

RFP HOTLINE: (312) 742-6205

RFP EMAIL SUPPORT: RFPquestions@afterschoolmatters.org

2. What is Cityspan?

Cityspan is a software development firm providing web-based client participant tracking and management solutions to public agencies, nonprofit organizations and foundations.

3. Will the information we enter be secure?

Yes, your information will be secure. Each organization will have a login and password that will limit their access to the system to see only their organization's data. After School Matters and Cityspan will have access to view all agencies' data to help support/troubleshoot issues. Cityspan has signed a confidentiality agreement and will not share/show the data to any third party.

4. Do I still need to mail in full proposal copies?

No. You do not need to mail in a separate proposal. After School Matters will receive and evaluate your proposal through the web-based system. No supporting documentation should be submitted to After School Matters. There is no guarantee that anything that is submitted will be returned.