



# Request for Proposals

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Summer Youth Initiative 2012

(including Gallery 37 Center for the Arts Campus)

School Year 2012-2013

Organizations

## **Proposal Due Date**

February 3<sup>rd</sup>, 2012 before 5:00 PM

Only completed proposals will be accepted

## Introduction

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**After School Matters**<sup>®</sup> is a non-profit organization that offers Chicago high school teens innovative out-of-school activities through **science37**<sup>®</sup>, **sports37**<sup>®</sup>, **tech37**<sup>®</sup>, **words37**<sup>®</sup> and the nationally recognized **gallery37**<sup>®</sup> programs.

We provide these programs through a network of public and private partnerships that include Chicago Public Schools, the Chicago Park District, the Chicago Public Library, and community organizations throughout the city. We have been recognized nationally for our innovative approach to coordinating city resources and delivering unique and diverse programs. Our hands-on, project-based programs expose teens to rewarding careers and help them develop marketable job skills.

### *Vision*

After School Matters provides teens with opportunities to discover their potential and find their path to a meaningful life.

### *Mission*

To provide Chicago public high school teens opportunities to explore and develop their talents, while gaining critical skills for work, college and beyond.

After School Matters issues this Request for Proposals (RFP) to independent instructors and organizations interested in developing and delivering programs for the first time during the summer of 2012 and/or the 2012-2013 school year.

After School Matters contracts with independent professionals and organizations to deliver hands-on and project-based Out-of-School-Time (OST) programs for Chicago high school students. This approach provides teens with opportunities to learn from professionals in order to develop their talents, while gaining critical skills for work, college and beyond.

**Note:** Independent instructors interested in providing a sports37 Apprenticeship or another program implemented through the Chicago Park District / After School Matters partnership will submit a cover letter and resume to After School Matters Human Resources division in response to a job posting that will open to application on the After School Matters Web site in March 2012. Check on [www.afterschoolmatters.org](http://www.afterschoolmatters.org) for updates on the release date.

## **New for Fiscal Year 2013**

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### *RFP Process*

In an effort to continue to streamline our collaboration with program providers, After School Matters has made the following changes to the RFP process:

- **Current Providers** will not be required to submit a proposal for FY13. Current providers are defined as providers who were funded and delivered a program with After School Matters during the Summer 2011 and/or Fall 2011 program session. Current providers must remain as the same independent or organization for FY13. If a provider changes their contractual identity then they will be considered a new provider and must submit an RFP. After School Matters will assess the performance of these providers and contact returning providers of interest to contract for FY13. Returning providers will be assessed on the following criteria:
  - Enrollment and attendance percentage
  - Number of teen applicants
  - Teen drop rate
  - Percentage of CPS students served
  - Teen survey completion and satisfaction
  - Completion of Instructor Program Report
  - Contractual compliance
  - Availability of resources

*Note: After School Matters reserves the right to consider other factors not listed above when reviewing prior program performance. These may include but not limited to; School Saturation Rate, School Enrollment, Safety etc.*

Current providers that are not selected to contract for FY13 will not be able to submit new proposals through the FY13 RFP process. However, they will be welcome to submit new program proposals through the FY14 RFP process.

- **New Providers** will be required to submit a full proposal through the FY13 RFP process outlined below by February 3, 2012.

*Note: There will be limited opportunities for new providers to deliver programs during the FY13 program year covered by this RFP, as After School Matters does not predict an increase in program offerings during the 2013 fiscal year. Current providers that meet or exceed program quality standards will be given priority consideration for placement.*

Innovation. This year After School Matters is seeking *new innovative program proposals* in the following content areas and/or industry sectors:

- **Science-Technology- Engineering- Art- Math (STEAM)**
- **Healthcare**
- **Green Technology**
- **Urban Ecology**

*Note: Quality program proposals in these content areas/ industry sectors may be given priority consideration over other new program proposals.*

## How to Apply

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### *STEP 1 – Attend an RFP workshop*

After School Matters will be conducting RFP workshops as set forth below to provide additional insight and guidance for new providers to submit a compelling program proposal:

- **Monday January 9, 2012 - 2:00 p.m.**  
Garfield Park Conservatory  
300 N. Central Park Ave,  
Chicago, IL 60624
  
- **Wednesday January 11, 2012 – 10:00 a.m.**  
Better Boys Foundation  
1512 S. Pulaski Rd.  
Chicago, IL 60623
  
- **Tuesday January 17, 2012 - 6:00 p.m.**  
Gallery 37 Center for the Arts  
66 E. Randolph St. – 5th floor  
Chicago, IL 60601

### *STEP 2 – Create an Online Account*

After School Matters only accepts proposals submitted through the Cityspan online proposal system.

- Go to: <http://www.youthservices.net/asm/registration.asp> to create an account. Providers can also link to Cityspan through the [Program Providers page](#) of the After School Matters Web site.
- Download and reference the Cityspan Technical Manual to help answer questions or issues encountered while completing the online application.
- When setting up an account, reference the Cityspan Technical Manual to ensure colleagues that may collaborate in developing the proposal will have access.

### *STEP 3 – Develop and Submit a Proposal*

Applicants must log into the online [Cityspan RFP system](#) to complete a full proposal including:

- A. *Provider Information:* Provide current contact information for everyone connected to the proposal organization including financial information.
- B. *Program Logistics:* Enter program delivery information (e.g. program model, location, content, etc.)
- C. *Proposal Questions:* Provide concise but well-developed responses to all questions within the allotted spaces.
- D. *Weekly Program Plan:* Provide a week-by-week plan of the program proposal objectives, activities and teen skill development.

- E. *Program Budget*: Provide a summary of program costs including instructor rates and program supplies/ equipment.
- F. Proofread, edit and save the proposal.
- G. Upload required documents and submit the proposal (s).
- H. *After School Matters strongly recommends submitting the Application in advance of the February 3, 2012 deadline to avoid last minute technical issues or being “timed out” and the proposal being denied.*
- I. Print the confirmation page.

**A. Provider Information**

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Applicants will provide contact information for all individuals associated with the proposal. In addition, organizations must provide the following financial information for the previous two years:

- Total Revenue
- Working Capital
- Amount of Debt
- Audited Financial Statements (if available)

**B. Program Logistics**

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Applicants must identify one of the following delivery models, content areas, and locations for each program proposal:

<b>Delivery Models</b>	<b>Content Areas</b>	<b>Program Location</b>
1. Pre-Apprenticeship 2. Apprenticeship 3. Advanced Apprenticeship 4. Internship	1. gallery37 (arts) 2. tech37 (technology) 3. words37 (communications) 4. science37 (science) 5. sports37 (sports)	1. Gallery 37 Center for the Arts (Advanced Apprenticeships only) 2. Select Chicago Public Schools (CPS) high schools (see Campus Chart in Supporting Documents) 3. Community-based (e.g., a local community-based organization, park, library, church).  <i>* All proposed sites must be in the City of Chicago</i>

## C. Program Questions

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After School Matters requires that RFP respondents provide program information to enable us to assess the quality of their proposals. The following is the list of program questions for applicants and instructions for completing the weekly program plan.

*Apprenticeship Questions:* (pre-apprenticeship, apprenticeship and advanced apprenticeship models)

1. Provide a brief overview of your program, including the goal and objectives. Describe the final product or presentation.
2. Describe teen development of career readiness skills and content skills related to the subject matter?
3. What is cutting edge about your program and why would it be appealing to teens?
4. Describe how your program will provide a project-based / hands-on learning experience for teens.
5. What approach do you have for working with teens?
6. Describe the specific recruitment strategies to ensure you recruit and retain a full roster of Chicago public high school teens that are well-suited to your program.
7. How will you further develop your program from the Fall 2012 to Spring 2013 program cycle in order to retain teens?
8. Describe the steps you would take to address a teen that is being openly oppositional and disruptive to the program.
9. What strategies would you apply if you notice cliques have formed in your program and you observe teens being ostracized from joining a group?
10. Budget permitting, what ideas do you have for including a field trip and/or a specific visiting professional or guest speaker that would enhance your program?
11. What types of service learning projects would you incorporate in your program that connects your program content to the school day learning?

*Internship Questions:*

1. What is the Internship title?
2. Provide an overview of the Internship position responsibilities.
3. How many interns are being requested? Provide rationale for the number of interns requested.
4. What skills will teens gain from participating in the Internship including career readiness and content/industry specific skills?
5. After School Matters requires a 90% minimum percentage of participants to be Chicago Public High School students. How will you ensure that the proposed internship opportunity will satisfy this requirement?
6. What is the orientation and training plan for interns?
7. What type of supervisions will be provided for interns? If interns will be working at different sites, how will supervision be insured?

## D. Weekly Program Plans

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. 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* (week 9-10)
- 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:

\* The Cityspan system will provide a template for weekly plans

\*\* Refer to the “administrative responsibilities” supporting document to create the weekly plan. Your weekly plan should accommodate REQUIRED instructor responsibilities described therein, 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.*

## E. Program Budget

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Through the online proposal, apprenticeship applicants are asked to provide a list of the supplies and equipment needed to successfully implement the proposed program, including the quantities needed for 30 teens across the proposed duration (e.g. if you are proposing for a program that will run in the summer and during the school year, indicate enough quantity of consumable items to last the year, but understand that non-consumable items, such as cameras, do not need to be repurchased term to term). Additionally, organization applicants will be asked to propose hourly rates for the Instructors they have indicated. See supporting documents for budget guidelines.

## **Proposal Evaluation**

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After School Matters will review and score proposals based on the following factors:

### *Content*

- The quality and innovation in the program description
- Responses to proposal questions and professionalism with which the content is presented (e.g., clarity, spelling and grammatical correctness)
- Clarity and quality of the weekly program plan and budget
- Alignment with After School Matters innovation objectives (see page 2)

### *Instructor Qualifications*

Instructor qualifications will be scored based on the resumes submitted with the proposal.

- Instructor credentials/experience in program content area
- Instructor experience working with teens/ education/ after-school programs

## **Proposal Selection**

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After School Matters will make final decisions based on a full review of proposals and weekly plans using the evaluation criteria outlined above. Additional factors that influence the selection and placement of proposals include but are not limited to the following:

- Availability of funds
- Programmatic variety with a school, community or region
- Community and school needs or requests

### *Award Notification*

- Applicants will be notified of program decisions via email by May 2012.
- Applicants may be *Selected*, *Waitlisted* or *Declined* at this time.
- When notified of program awards, applicants will be provided with background check information, including fingerprinting forms and instructions. Instructors for waitlisted programs will also be asked to complete background checks and complete fingerprinting to ensure they are poised to begin instruction should funding become available.

## **If Selected:**

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### *Budgeting and Contracting*

- After School Matters Program Quality staff will determine program budgets with selected applicants.
- Following the development of program budgets, applicants will receive contractual documents to complete and submit to After School Matters prior to the deadline provided.
- **Programs that do not submit required documents by the designated deadlines are at risk of cancellation.**

## **Required Instructor Trainings & Meetings**

- Instructors for programs that have been selected are required to attend the After School Matters Professional Development Conference, Regional Orientations and other meetings related to implementation. Dates for the orientations and other meetings will be provided upon selection.
- For selected programs that will be implemented by organizations, attendance at a contract administration meeting is mandatory.
- Failure to attend the Professional Development Conference or other required trainings and meetings without advance notification and approval by an After School Matters Program Director will negatively impact future proposal selection.

*TIMELINE*

12 / 15 / 11	RFP Release
January	RFP Workshops
02 / 3 / 12	RFP Proposals due by 5:00 PM
03 / 30 / 12	RFP decisions communicated
04 / 20 / 12	Fingerprinting deadline
06 / 01 / 12	Contracts due
06 / 04 / 12 - 06 / 15 / 12	YPQ Workshops
May / June	Recruit, interview, and select teens for <b>summer</b>
06 / 25 / 12	Summer Advanced Apprenticeships begin
07 / 02 / 12	Summer Pre-Apprenticeships, Apprenticeships and Internships begin
08 / 11 / 12	Summer Pre-Apprenticeships, Apprenticeships and Internships end
08 / 18 / 12	Summer Advanced Apprenticeships end
08 / 14 / 12	Professional Development Conference
August / September	Recruit, interview, and select teens for <b>Fall</b>
10 / 03 / 12	Fall programs begin (depending on CPS Track E Schedule)
12 / 10 / 12	Fall programs end (depending on CPS Track E Schedule)
January	Recruit, interview, and select teens for <b>Spring</b>
02 / 07 / 13	Spring programs begin
04 / 22 / 13	Spring program ends (depending on CPS spring break)

## ADDITIONAL SUPPORT

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

<b>Cityspan Help Desk</b>  Monday through Friday  10:00 a.m. – 7:00 p.m.  Phone: 866-469-6884	<b>Issue Tracker (online support)</b>  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.
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### *AFTER SCHOOL MATTERS RFP HOTLINE & E-MAIL 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 e-mail address. Questions will be responded to within one business day.

*RFP HOTLINE:* (312) 742-6205

*RFP E-MAIL SUPPORT:* **RFPquestions@afterschoolmatters.org**