REQUEST FOR PROPOSALS (RFP) 
INFORMATION SESSION 
Wednesday, October 5, 2016

For New Providers: 
Summer 2017 & School Year 2017-2018
Session Objectives

• Learn about After School Matters and our programs
• Understand the RFP process and requirements
• Learn how to submit a quality proposal
AGENDA

• About After School Matters
• ASM Programs
  – Program Models/ Content Areas/ Locations
  – Components of a Thriving Program
• RFP Overview
  – Targeted Content and Community Areas
  – RFP Process & Timeline
  – Cityspan: Letter of Intent & Submitting a Proposal
  – Contract Administration
  – Program Compliance
• Q & A
ABOUT AFTER SCHOOL MATTERS

• **Vision:** After School Matters provides teens with opportunities to discover their potential and find their future.

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

• Pre-Apprenticeship Programs
  “I AM EXPLORING”

• Apprenticeship Programs
  “I AM BECOMING”

• Advanced Apprenticeship Programs
  “I AM”

• Internship Opportunities
  “I AM PRACTICING”
CONTENT AREAS

**Arts**
- Culinary
- Music
- Performance
- Visual

**Communications**
- Journalism
- Law
- Literary
- Media

**Science**
- Applied Science
- Natural Science
- Social Science

**Sports**
- Health & Wellness
- Instruction
- Sport Instruction
- Sports Certification

**Technology**
- Audio/Visual Technology
- Web Development
- Robotics

**TV/Video Production**
- Software Development
LOCATIONS

• Branches:
  ✤ North/Northwest
  ✤ Downtown
  ✤ South/Southwest

• Select Chicago Public Schools, Chicago Park Districts, Chicago Public Libraries

• Community sites (Community Centers, Universities, Cultural Institutions, etc.)
PROGRAM SUPPORT: ASM Resources

- Instructor Professional Development Trainings and Activities
- Programs Team
- School Liaisons
- Finance Department
- Program Quality and Compliance
- Research and Evaluation Department
- Development Department
- Communications Department
- ASM Gift Shop
- Program Budget (supplies, equipment, teen stipend/wages)
PROGRAM SUPPORT:
Program Budget

If selected, providers receive:

• Program Budget for instructor(s), including prep, recruitment, training, and instructional hours
• Program Budget for supplies / equipment to support implementation of program and access to equipment through the ASM warehouse
• Teen apprentice stipends/ intern wages (paid directly by ASM)
• Opportunities for program enhancements, including field trips and visiting professionals
• Organizations ONLY: 5% Admin Fee

ASM Program Budget does NOT cover:

• Teen transportation
• Administrative overhead (aside from admin fee)
COMPONENTS OF A THRIVING PROGRAM

- Safe, Supportive & Productive Learning Environment
- Positive Interaction & Engagement
- Youth Voice & Choice (Student – Led)
- Connection to Careers
- High quality final product
RFP OVERVIEW:
Targeted Content and Community Areas

• Content: STEM, SPORTS, MENTORING

• Community Areas:
  - Pullman
  - Chicago Lawn
  - West Ridge
  - Hermosa
  - South Chicago
  - Belmont Cragin
  - West Englewood
  - Rogers Park
  - Albany Park
  - Fuller Park
  - South Deering
  - Avalon Park
RFP OVERVIEW: Process & Timeline

1. Potential provider attends RFP Information Session on October 5

2. Potential provider creates Cityspan online account, then completes the Intent to Apply form

3. Potential provider receives confirmation about meeting ASM target area(s) and gets directed to RFP proposal page

4. Potential provider attends RFP Info Session/Technical Assistance Session on October 14 (optional)

5. Potential provider submits proposal before November 4

6. Proposals are reviewed and candidate providers are interviewed

7. Program providers selected

   - Declined
   - Selected
   - Waitlisted

8. Programs placed
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.

http://www.youthservices.net/asm/registration.asp

http://www.youthservices.net/ASM
Only organizations or independent instructors that submit an Intent to Apply form and meet our target areas will be able to complete the online proposal.
Before starting your proposal, you must **submit** the Registration form. This form requests basic contact information.

Click here to return to this screen at any time.

Status of proposal—*not submitted* or *submitted*

Click here **start your proposal**. Proposal name will display once it is entered under Program Information.

⚠️ You need one proposal per program.
Complete and submit all 3 proposal forms separately.

You must submit the Program Information form before proceeding to the other forms.
Two instructors are required for all program models with 30 or more teens. If the 2nd instructor is not yet confirmed, you may enter information for at least one of them at this time. Note that if your proposed program is selected, you are required to submit the other instructor's information.

Upload a recent resume (required) and any work samples (optional)

- Pictures: 2-3 pictures maximum / 3 MB max.
- Audio: 1 min / 1 MB max.
- Video: 5 MB maximum
CITYSPAN: Program Logistics

School Site
- Community Area
- Preferred Chicago high school

Community Site
- Site name & address (if different from org)
- Room
- Liaison
CITYSPAN: Questions

Helpful Hint: The system does not have a spell check function. 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.

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 Save, you will lose the information you were working on.
RFP OVERVIEW: Proposal Evaluation

• All proposals will be reviewed and scored using the RFP Evaluation Rubric by External Reviewers.

• Additional factors that influence selection and placement:
  • Availability of funds
  • Programmatic variety
  • Community & school needs or requests
### RFP OVERVIEW: Process & Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
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<tbody>
<tr>
<td>Monday, October 3</td>
<td>RFP released in Cityspan</td>
</tr>
<tr>
<td>Wednesday, October 5, 9:30-11:00am</td>
<td>Information Session – Chicago Cultural Center, 78 E. Washington St., Claudia Cassidy Theater</td>
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<tr>
<td>Friday, October 14, 3:30-5:00pm</td>
<td>Information Session/Proposal Technical Assistance Workshop – Chicago Cultural Center, 78 E. Washington, Millennium Park Room</td>
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<tr>
<td>Friday, November 4</td>
<td>RFP Due by 5:00 pm for New Program Providers</td>
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<td>November- December 2016</td>
<td>Proposals are reviewed and scored by External Reviewers</td>
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<tr>
<td>January 2017</td>
<td>Program provider candidates are interviewed</td>
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<td>February 2017</td>
<td>Final program selections are made</td>
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<tr>
<td>Late March-April 2017</td>
<td>Program decisions and notifications sent</td>
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If your proposal is accepted, After School Matters will issue a contract or offer letter. Providers must submit:

- Signed Contract and Budget
- Instructor Forms
- Records Checks for Instructors and Liaisons:
  - Fingerprinting and DCFS Background Checks

**Organizations:**
- Evidence of Insurance
  - General Liability: $1M Occurrence/$2M Aggregate
  - Worker’s Compensation: $500,000/Occurrence and Aggregate
  - Umbrella/Excess Liability: $2M Occurrence
  - Auto Liability (if applicable)
  - ASM and CPS named additional insured

**Independent Instructors:**
- Employment Forms:
  - I-9
  - Tax Forms
  - EEO Forms
Contracts must be complete and submitted by the given deadline to be executed by ASM. Funds will not be disbursed until all documents are received, and all instructors clear mandatory background checks.

**Organizations:**
- Organization purchases supplies and equipment
- Organization pays instructors
- 2 Payments:
  - ~50% upon execution of contract
  - ~50% upon submission of expense report and teen documents (end of session)
- Must have sufficient cash flow to implement programs while pending payments

**Independent Instructors:**
- ASM purchases / lends supplies
- Instructors enrolled in ASM payroll (must complete I-9)
- Instructors must submit time and follow payroll guidelines to receive payment
• Target Population – CPS High School Students
• Attendance – minimum of 80%
• Exceed total enrollment by 5%
• Reporting – Program reports and teen surveys
• Professional Development requirements
• Contractual Compliance / background checks
• Collect teen documents
• Expense reports
• Finance audits (CBO only), YPQA and Compliance Assessments
• Enter attendance, enrollment, interview outcomes and all required data in timely manner
RFP SUPPORT & RESOURCES

• RFP Guide
• Cityspan Technical Manual
• Cityspan Help Desk (technical issues) – 1-866-469-6884
• RFP Info Session/Technical Assistance Workshop (limited space) Friday, October 14, 3:30 - 5:00 PM
• e-mail support: RFP@afterschoolmatters.org
SAVE THE DATE

- RFP Information Session and Proposal Technical Assistance Workshop
  
  October 14, 2016, 3:30-5:00 PM
  
  Cultural Center, 78 E. Washington,  
  5th Floor, Millennium Park Room
  
  Limited space

- RFP Due: November 4, 2016 by 5 PM