



Request for Proposals for Out-of-School Time Programming

Say Yes Cleveland (SYC) is a non-profit organization working to increase education levels of Cleveland residents; boost and retain population in the city of Cleveland; improve college access for middle- and low-income families in Cleveland; and spur economic growth and expansion in the region. Say Yes Cleveland will achieve these goals through a theory of action that emphasizes cross-sector collaboration and comprehensive academic, health, financial and social emotional supports for scholars. A critical component of the comprehensive supports for scholars comes in the form of high-quality out-of-school time programming.

Say Yes Cleveland issues this Request for Proposals (RFP) to independent instructors and organizations interested in developing and delivering programs during the 2019-2020 school year.

Say Yes Cleveland Out of School Time Framework

Vision

It is the goal of Say Yes Cleveland that every Say Yes scholar will have high quality expanded learning opportunities during and beyond the school day that prepare them for success after high school graduation and empower them to reach their full potential. This vision includes:

- *Spirit:* An engaged collaborative of partners working in conjunction with schools, families, and their communities will provide opportunities that elicit joy and curiosity while stimulating academic and personal growth.
- *Impact:* These opportunities will be aligned to academic and/or social-emotional learning, culturally and developmentally relevant, trauma-informed, evidence-based and measurable. They will be available by scale, leveraging and creating local assets shared among the collaborative of partners.
- *Broadening Participation:* The collaborative of partners, will engage and coordinate with other task forces, schools, families and community partners to support our scholars' ability to learn, thrive and reach their full potential.

Values

- *Engagement:* providing opportunities that advance scholar agency and voice, and that ignite the imaginations of scholars.
- *Collaboration:* when providers, schools, families and communities work together to serve scholars, including finding new ways to listen to, engage, and support one another.
- *Family and Community:* providers that are connected to and engaged with scholars' families and communities.

- *Lifelong learning and success*: preparing scholars for a world of learning, navigating challenges and developing their talents for lifelong success
- *High quality*: evidence-based, measurable, and accountable opportunities

Program Elements and Service Delivery

Applicants to provide OST Programming must identify location of service delivery, a provider designation, and the program domain(s) of their service(s).

Location of Service Delivery

Out of School Time programming can be delivered either on location at a school or in the community. Applicants will select whether they want to apply as a **School-based** or

Community-based partner.

- **School-based** – applicants may apply to deliver their proposed program(s) at the 16 Say Yes to Education pilot schools selected for the 2019-2020 school year. Applicants may specify a preferred Say Yes to Education school program location but Say Yes to Education maintains the discretion to place the program at the most appropriate school location. Defined as programming takes place on-site at the school 75% of the time or greater.
- **Community-based** – Organizations may apply to deliver program(s) at their own site or the site of one of their partners (e.g., a local community-based organization, park, library, church). All proposed sites must be in the City of Cleveland. Community-based programs may need to be responsible for providing transportation. Defined as programming takes place not at the school 75% of the time or greater.

Provider Designation

Applicants must select a provider designation, opting to apply as either a Coordinating Provider or a Specialized Provider.

- **Coordinating Provider** – applicants that can provide overarching management of out-of-school time learning experiences in order to address all three (3) Program Domains. A coordinating provider will:
 - Collaborate with Say Yes to Education Cleveland to design and coordinate OST opportunities.
 - Identify programmatic needs in collaboration with school leadership
 - Identify programs and partners to meet these needs
 - Provide coordination of services and programming to:
 - Ensure fidelity of implementation
 - Measurement and evaluation.

Coordinating providers are not required to offer specialized services.

- **Specialized Provider** – applicants that provide services falling into one of the Program Domains and are willing to work with an individual school or community-based partner to provide seamless services to meet scholar needs.

Program Domains

OST programming must operate within at least one of the following domains; organizations applying as a Coordinating Provider must be able to identify and offer services in the three (3) domains as determined in collaboration with school building leadership.

Program Domain & Description	Potential Types of Programs
<p>Academic Enrichment Programs:</p> <p><i>Services that provide scholars the opportunity to accelerate their learning progress, catch up with their peers, meet learning standards, or generally succeed in school.</i></p>	<ul style="list-style-type: none"> ● Academic differentiated instructional opportunities ● Programs that support school day instruction ● Programs that assist with homework and projects ● Science, Technology, Engineering, Mathematics (S.T.E.M.) focused programs ● English Language Learner (ELL) and Exceptional Learner specific programs ● Credit recovery for HS students ● SAT/ACT Prep classes for HS students
<p>Positive Youth Development Programs:</p> <p><i>Services that build skills, assets and competencies; foster healthy relationships; and strengthens the environment to support healthy, productive, engaged youth.</i></p>	<ul style="list-style-type: none"> ● Arts education (including but not limited to art, music, theatre) ● College and career exploration ● Character development & leadership programs ● Job readiness skills (required for high schools) ● Conflict resolution & anti-bullying programs ● Service learning/community service opportunities ● Effective written communication & public speaking skills ● Identity empowerment and sensitivity programs

<p>Health & Wellness Programs</p> <p><i>Services that support the awareness of mental and physical health, promotion of protective factors, and reduction of risk factors for violence</i></p>	<ul style="list-style-type: none"> ● Health & wellness interventions based on PPS data ● Responsible sexual behavior programs ● Sports & fitness instruction ● Supervised recreational activities ● Substance abuse prevention and cessation programs ● Body positivity, self-esteem, and confidence building programs ● Programs that prevent interpersonal and community violence and increase protective factors ● Nutrition & healthy eating programs
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Program Expectations

Out-of-school time programs through Say Yes Cleveland should provide a safe, nurturing, enriching environment for students to thrive. It is expected that programs utilize school and local data as well as leverage partnerships and collaborations with schools, families, businesses, communities, and other stakeholders. Programs should participate in or provide opportunity to recognize student achievement through presentations of learning. Acknowledging that no program can be solely held accountable or claim credit for the success or failure of an individual student, it is expected that OST Programs provide evidence that they contribute towards Program Objectives as identified in the Requirements below.

Requirements	Coordinating Provider	Specialized Provider
Program Objectives	<p>In collaboration with school building leadership, objectives will be identified:</p> <ul style="list-style-type: none"> ● Increase school attendance ● Decrease behavioral disciplines ● Increase positive social interactions ● Increase family participation ● Reduce community violence ● Increase health & wellness ● Increase graduation and matriculation rate 	<p>Identify two or more:</p> <ul style="list-style-type: none"> ● Increase school attendance ● Decrease behavioral disciplines ● Increase positive social interactions ● Increase family participation ● Reduce community violence ● Increase health & wellness ● Increase graduation and matriculation rate ● Reduce transiency/homelessness

	<ul style="list-style-type: none"> • Reduce transiency/homelessness 	
Population	<ul style="list-style-type: none"> • Grades K - 12 	<ul style="list-style-type: none"> • Grades K - 12
Program Operations Program Period	<ul style="list-style-type: none"> • Minimum of 24 weeks of programming must be provided. Additional time may be necessary for coordination and management. 	<ul style="list-style-type: none"> • Semester-Based <ul style="list-style-type: none"> ○ Sept - Dec ○ Jan – May ○ Minimum of 12 weeks per semester • Academic year Sept – May <ul style="list-style-type: none"> ○ Minimum of 24 weeks of programming
Program Operations Hours of Operation	<ul style="list-style-type: none"> • 2 hours per day minimum programming • management and programming 4 days per week minimum • Programming must occur during out of school hours • 75% of program hours must occur Monday – Friday 	<ul style="list-style-type: none"> • 2 days minimum per week • 4 hours per week minimum • Programming must occur during out of school hours • 75% of program hours must occur Monday – Friday
Supervision Staff Ratios	<ul style="list-style-type: none"> • 1:18 ratio required • All youth must be supervised at all times. Supervision is in sight of students at all times. • Minimum program staff/volunteers daily is two (2) adults in case of emergency 	<ul style="list-style-type: none"> • 1:18 ratio required • Enrolled youth must be supervised at all times. Supervision is in sight at all times. • Minimum program staff/volunteers daily is two (2) adults in case of emergency

Nutritious Meals	<ul style="list-style-type: none"> • Provide a daily snack or dinner • Collaborate with Say Yes CLE partners to ensure healthy options are available (i.e. feeding programs, CLE Food Bank) 	<ul style="list-style-type: none"> • Provide a daily snack or dinner in collaboration with Say Yes CLE partners to ensure healthy options are available (i.e. feeding programs, CLE Food Bank)
Physical Activity	<ul style="list-style-type: none"> • Incorporate physical activity into weekly programming 	<ul style="list-style-type: none"> • N/A
Social Emotional Learning	<ul style="list-style-type: none"> • Programs will support comprehensive SEL development for students 	<ul style="list-style-type: none"> • Programs will support comprehensive SEL development for students.
Parent Engagement	<ul style="list-style-type: none"> • Offer activities to increase family engagement that is focused on the holistic development of the student. 	<ul style="list-style-type: none"> • Offer activities to increase family engagement that is focused on the holistic development of the student.

Application Components

SYC will accept applications from individuals or organizations that demonstrate the capacity to provide the services described in this RFP. For the purpose of this RFP, the term “provider” shall be defined as an individual or entity that may submit or has submitted an application in pursuit of this opportunity. The provider will be responsible for completing the agency profile, program profile(s) as applicable, and budget and must submit required documents.

Application Section	Information Needed
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<p>Agency Profile</p>	<p>The provider <u>MUST</u> complete an agency profile, listing all basic demographic information about the organization, including:</p> <ul style="list-style-type: none"> ● Agency’s legal name ● Federal tax identification number ● Mailing and/or corporate address ● Primary point of contact name, phone number, email address ● Agency fax number (if appropriate) ● Agency website ● Executive Director name, phone number, email address ● Agency Mission and Vision Statements ● Organizational History ● Agency Say Yes to Cleveland Out of School Time Framework alignment ● Coordinating Provider Qualifying Evidence - this section is required only for organizations applying under the Coordinating Provider Designation. Applicants should describe their provide evidence of their ability to provide processes, programs, and partners that address all Program Domains.
<p>Program Profile</p>	<p>The provider should complete a program profile for each program they are interested in offering. The profile should demonstrate the provider’s ability to meet the minimum qualifications outlined in the RFP, the provider’s capacity to perform the work described in the RFP, the provider’s proficiency in OST programming and ability to carry out the requirements defined in the Program Expectations.</p> <p>The following information is required for all programs:</p> <ul style="list-style-type: none"> ● Program Name ● Grade Level ● Program Site ● Transportation ● Primary Target Domain ● Secondary Target Domain (optional) ● Program Objective (up to 3) ● Program Description ● Intended Goals of Program ● Intended Outcomes Aligned with Goals ● Outline of major program activities to meet goals and outcomes ● Outline Typical Daily Agenda ● Number of Participants Served ● Linguistic Supports Available

Program Budget	<p>For each proposed program, the provider must submit specific budgetary information that demonstrates specifically how the funding will be spent using. Required budgetary information should be entered in columns P-X on the RFP Program Information Form.</p>
Required Documents to be Submitted <i>Other documents may be requested for submission</i>	<p>The following attachments are required documents.</p> <ul style="list-style-type: none"> ● RFP Program Information Form (http://bit.ly/SYC_ProgramInfoForm) ● Organizational Chart ● Job descriptions for staff providing services ● Program Licenses (<i>if appropriate</i>) ● Most recent financial audit/Form 990 ● Certificate of professional liability insurance ● Certificate of continued existence/certificate of good standing from the Ohio Secretary of State ● Worker's compensation certificate ● W-9 form (https://www.irs.gov/pub/irs-pdf/fw9.pdf)

Requirements for Providers

Prior to or upon selection as a Say Yes provider, an organization must:

- Be a 501(c)3 or LLC registered in the State of Ohio or be a government entity
- Comply with applicable Cleveland Metropolitan School District screenings, protocols, and procedures, regardless of whether you are school-based or community-based
- Participate in monitoring and evaluation process
- Participate in regularly scheduled Say Yes Out of School Time provider meetings
- Utilize standardized measurement tool (to be determined)

Please note that additional program/agency documents may be requested, including but not limited to:

- Outline of program activities
 - If proposing year-round services one for each program component
- Program/agency policies: (Year-1 may not include)
 - Child abuse and neglect reporting policy
 - Incident reporting procedures
 - Discipline policy
 - Employee criminal background check policy
 - Emergency medical procedures
 - Medication distribution policy
 - Child pick up procedures
 - Transportation policy
 - Field trip procedures

How to Apply

- Applications will be submitted through the online Proposal Submission page, which can be accessed at http://bit.ly/SYC_OST_proposal.
- Agencies applying as a Coordinating Provider must respond to the Coordinating Provider Qualifying Evidence section in the Proposal Submission form.
- All applying agencies (whether Specialized Provider or Coordinating Provider) must complete the **RFP Program Information Form**, which can be downloaded as an Excel file here: http://bit.ly/SYC_ProgramInfoForm.
 - Each applying agency should fill out the Provider information on the first tab.
 - Each proposed program must be entered on a separate row on the second tab, labeled Programs.
 - For each proposed program, ensure that every field is entered, including all required budget information (form fields go to column Z)
 - Once downloaded and filled out, save the form with your agency as the file name, and upload the form, along with other required documents, at the Proposal Submission page.

Proposal Process

- Proposals will be accepted through Wednesday, July 17, 2019.
- If your agency is planning to submit an application, please inform Say Yes Cleveland by emailing your intention to info@sayyescleveland.org.
- A Proposal Information Session will be held on July 1st at 10:00 AM at East Professional Center, 1349 E 79th St, Cleveland, OH 44103.
- If you cannot attend the Information Session but would like to submit questions beforehand, email your questions to info@sayyescleveland.org. We will provide questions and responses from the session to all applicants.