



REQUEST FOR PROPOSALS

Title: ASES After School Program – Junior High Before and After School

Contact Person: Louise Barbee
Phone #: (925) 473-2315
Email: lbarbee@pittsburg.k12.ca.us
Date: March 14, 2019

**RETURN PROPOSAL NO LATER THAN:
 April 18, 2019 – 4:00 PM**

RETURN PROPOSAL AND ADDENDA TO:

Pittsburg Unified School District
 After School Program
 ATTN: Louise Barbee
 351 School Street
 Pittsburg, CA 94565

**Mandatory Bidders Conference – March 25, 2019 at 2:00 p.m.
 351 School Street, Room 106
 Pittsburg, CA 94565**

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto.

SIGNATURE REQUIRED

Organization:		Date:
Printed Name:		Title:
Authorized Signature:		
Mailing Address:		
City, State Zip:		
Phone #:	Fax #:	E-Mail Address:

REQUEST FOR PROPOSAL
BEFORE AND AFTER SCHOOL PROGRAM – JUNIOR HIGHS

Pittsburg Unified School District

2000 Railroad Avenue

Pittsburg, CA 94565

www.pittsburg.k12.ca.us

REQUEST FOR PROPOSAL
AFTER SCHOOL PROGRAMS

Public Notice is given that the Pittsburg Unified School District is seeking a provider for the Before and After School Programs at Hillview and Rancho Medanos Junior Highs and line staff at Martin Luther King, Jr. Junior High. The Before School Program will run from 7:00 a.m. to the beginning of the school day. The After School Program will begin at the end of the regular school day and run until 6:00 p.m. All programs will run Monday through Friday during PUSD regular school year. The Pittsburg Unified School District ASP is funded by the After School Education & Safety (ASES) Grant. The provider must have previous experience (preferably five years or more) working with ASES program and possess expert knowledge of the ASES grant and programs. The attached request for proposal (RFP) must be completed and returned to the following address no later than **4:00 p.m. April 18, 2019**. Proposals submitted after this date and time will not be accepted or considered.

Submit application to:

Pittsburg Unified School District
ATTN: Louise Barbee
351 School Street, Room 113
Pittsburg, CA 94565

All applications become the property of the Pittsburg Unified School District.

Questions may be directed to Louise Barbee, After School Program, Coordinator, by calling 925-473-2315 during the hours of 8:00 a.m. – 5:00 p.m.

Thank you for your interest.

Program Overview

Pittsburg Unified School District is looking for a provider who can best meet the needs of the District's students and families to provide a Before and After School Program for students at Hillview and Rancho Medanos Junior High Schools. In addition to full programming at Hillview and Rancho Medanos Junior High Schools, they will provide line staff at Martin Luther King, Jr., Junior High.

Decision Making Process

Applications will be reviewed by a panel and final contract approval will be decided at the Pittsburg Unified School District Board meeting May 22, 2019.

Provider Requirements:

The approved provider must agree to offer a program that adheres to the California Education Code. The provider must have previous experience providing before and after school programming to schools and districts. In addition they must provide:

- a. An enriching program that promotes student achievement through physical, intellectual, emotional and social development of each child.
- b. An organization structure that includes dedicated and experienced staff.
- c. An organization that is culturally aware and culturally sensitive to Pittsburg's diverse community.
- d. The capacity and experience to develop a comprehensive before and after school program for junior high students within the California Department of Education's after school program framework.
- e. An organizational philosophy that is guided by the Quality Standards for Expanded Learning.

The Vision for the Before and After School Program

The Pittsburg Unified School District's primary goal is to provide enriching and exciting Before and After School Programs serving students and the families from each of our three junior high schools. The program will incorporate tutoring, homework assistance, physical exercise, and enrichment activities. The program will adhere to the state's requirements for After School programming.

The Pittsburg Unified School District wants to provide programs that link closely to the academic and social/emotional goals of the school day. A description of the Provider's policies and procedures regarding linking in-school and out-of school time is important to include in the proposal. In addition our goal is that the provider delivers an enriching, enjoyable program format that blends academic enrichment, homework activities, literacy enrichment, arts, STEAM, sports and health in cooperation with Pittsburg Unified School District.

RFP Requirements

Please address the following components in your narrative and application.

A. Company Background

1. Describe your organization's history, vision and philosophy. Indicate your experience providing services similar to those requested in the RFP. Please include specific information regarding your experience in collaborating with a school district to reach grant goals, number of years of service, and the communities served.
2. Provide specific examples of quality programs and outcomes that you have provided through other contracts.
3. Discuss your company's organizational structure. Provide company's organizational chart.

B. Program Description

1. Describe your before and after school curriculum.
2. Do you have enrichment enhancements for the curriculum? If so, please provide details of each. Please provide the names of any sub-contractors you use to provide these services.
3. How do you assess students' academic performance?
4. Provide a sample lesson plan, and program schedule.
5. How do you handle equipment and supplies needed for your program operations?
6. What is your initial investment in program equipment and materials? Provide detailed list of materials.
7. Describe methods used to communicate with parents of children in your program.
8. Describe how you provide program information to school district personnel, principals, and other administrative personnel.
9. Describe how you will market the program to the Pittsburg Unified School District community.
10. Describe the method used in your programs to account for each program participant's presence on an initial and ongoing basis.
11. Describe how you incorporate diversity into your program.
12. Provide a timeline indicating steps required to establish the before and after school program.

C. Staffing, Training, and Program Quality

1. What are the required qualifications for each staff member involved with your program?
2. What emergency training do they possess? CPR?

3. What staffing ratio will be employed?
4. What kind of training programs do you have in place for staff; both initial and ongoing?
5. What type of internal quality monitoring program do you have in place? Provide samples.
6. What specific type of academic and enrichment experience does your staff have? Provide examples.
- 7.

D. Budget

1. Please include a detailed budget listing costs for staffing, materials, administration costs, and any other related program costs.
2. Please provide a detailed budget showing your organization's in-kind contributions totaling at least 33% of total program budget.

E. References and Additional Information

1. Provide at least three references that highlight your success in running before and after school programs similar to the one described in the RFP.
2. Provide a copy of your parent handbook.
3. Please include a recent financial statement.
4. Provide all relevant insurance verification, and dollar amount of coverage.

Roles and Responsibilities

Proposer's responsibilities:

1. An educational enrichment element, that may include, but need not be limited to, youth development, career education, recreation, physical fitness and prevention activities.
2. A student to staff ratio of 20:1.
3. Instructional activities and supervision for participating students.
4. A math and literacy element in conjunction with PUSD academic goals.
5. Qualified staff that meets the minimum requirement of an instructional aide.
6. Mandated reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code 11164 -11174.

7. Organization's staff members time to train with required PUSD staff development and planning meetings regarding after school programming.
8. PUSD with program accountability reports, to include:
 - a. Financial reports
 - b. Activity reports
 - c. Evidence of current TB Test (PPD) for each employee working with students.
 - d. Evidence of current California Department of Justice (CDOJ) fingerprint clearance for each employee working with students.
 - e. Documentation for evaluation, audit, program monitoring, FPM or other review processes.
9. Support for the collection of academic performance data, parent participation data, student enrollment data and attendance data.
10. Monitor student behavior

Pittsburg Unified School District shall provide:

1. Adequate facilities for daily program use including the multi-purpose room, classrooms, restroom access, access to playgrounds/play areas.
2. Access to Federal Snack and Supper program through Nutrition Services.
3. Will negotiate supplies, instructional materials and equipment not originally brought in by provider.
4. Support of a District After School Coordinator.
5. Response to all emergency situations that occur.
6. Attendance records/data collection.
7. Academic performance data collection.
8. Communication with school site principal on student's negative behavior.
9. Direct communication with parents.
10. Appropriate keys to the facility.
11. Custodian assistant.

Attendance Funding Numbers By Site:

Site	Attendance #	Price per student per day
Hillview Before School 7:00 – 8:30 am	45	\$4.10 per student per day
Hillview After School End of school until 6:00 pm	118	\$6.15 per student per day
Rancho Medanos Before School 7:00 – 8:30 am	28	\$4.10 per student per day
Rancho Medanos After School End of school until 6:00 pm	101	\$6.15 per student per day
MLK Jr High End of school until 6:00 pm	5 Line Staff	\$68,000.00