



REQUEST FOR PROPOSAL

Title: ASES After School Program – **Enrichment Specialty Grants**
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 3:00 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

Enrichment Specialty Grants

Pittsburg Unified School District

2000 Railroad Avenue

Pittsburg, CA 94565

www.pittsburg.k12.ca.us

Pittsburg Unified School District is accepting applications for Enrichment Specialty Grants in the range of \$1000 to \$15,000 to provide enrichment programming for Hillview, Martin Luther King, Jr., and Rancho Medanos Junior High schools. The purpose of these grants is to provide high quality and engaging activities for our junior high students. These programs can be implemented in Pittsburg Unified School District's Before/After School Programs or during school breaks and/or summer. Preference will be given to those offering programs in the arts and STEAM.

Please answer all of the following sections completely. The narrative portion of the application, exclusive of the budget or relevant appendices, should not exceed five typed pages, double-spaced with twelve-point typeface.

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.

PROPOSAL NARRATIVE

1. Provide a brief description of your organization, your goals, and capacity to provide this type of service.
2. Describe the program you wish to bring to our junior high After School Programs. Include a description of the proposed activity, staffing, timeline, number of students served, and space required. Please include your past experience providing this type of program in a school setting.
3. How will you evaluate the success of your program?
4. What is the specific timeline for commencement, full implementation, and completion of your proposed program? You may include a graphic for this portion.

PROGRAM FUNDING

5. Provide a detailed budget for your program showing ALL funding sources and uses including these grant funds. The budget should reflect the **entire operational cost** of the program.