

Background

The mission of Communities In Schools of Kalamazoo (CIS) is to surround students with a community of support, empowering them to stay in school and achieve in life. In an effort to expand support to Kalamazoo Public Schools children within the CIS After School Program (funded by the Michigan Department of Education (21st Century Community Learning Centers), Communities In Schools of Kalamazoo and Kalamazoo Public Schools are seeking partners who will work within the CIS Model of Integrated Student Services (ISS) to benefit students. This needs-driven approach to meeting school-wide (Tier 1) needs and individual student (Tier 2 & 3) needs has been shown in a national independent evaluation to dramatically improve students' math and reading proficiency and improve the graduation rate.

What We Are Seeking

We are seeking partners who agree to:

1. Work within the CIS Model of Integrated Student Services (ISS) and work together to help improve students' attendance, behavior, reading, math, and writing
2. Deliver programs or services that address the following identified needs and/or student interests:
 - Literacy (reading & writing)
 - Math
 - Social-emotional skills
 - Life skills
 - Career exploration
 - Physical health
 - Performing arts
 - Visual arts
 - Science
3. Share our belief in the 'CIS Five Basics'--that all students need and deserve: a one-on-one relationship with a caring adult, a safe place to learn and grow, a healthy start and a healthy future, a marketable skill to use upon graduation, and a chance to give back to peers and the community
4. Maintain a long-term commitment to serving KPS students and families beyond the terms of the 21st Century Community Learning Center grants
5. Support the Kalamazoo Public Schools "Strategic Planning Expectations for the Community" and KPS' Positive Behavior and Literacy Supports (PBLs) framework

CIS After School Program Request for Proposals

Sites

Communities In Schools of Kalamazoo operates the CIS After School Program in 15 schools: 11 elementary and 4 secondary.

Elementary Sites

Arcadia Elementary
Edison Environmental Science Academy
El Sol Elementary
Lincoln International Studies School
Milwood Elementary School
Northglade Montessori Magnet School
Prairie Ridge Elementary
Spring Valley Center for Exploration
Washington Writers' Academy
Woods Lake Elementary: A Magnet Center for the Arts
Woodward School for Technology & Research

Secondary Sites

Hillside Middle School
Linden Grove Middle School
Maple Street School for the Arts
Milwood Magnet: A Center for Math,
Science & Technology

Program Description

Each year, approximately 1,125 students with strategic level needs in reading, writing, math, attendance, and behavior will benefit from this extended learning opportunity.

Approximately 75 students at each site will receive services 4 days per week (Monday – Thursday) for 32 weeks during the school year. The CIS After School Program operates 2 ½ hours – 3 hours at the end of each school day. Each site has a daily schedule which includes literacy, homework, math/science, and enrichment blocks.

CIS aligns the After School Program with KPS curricula. It is helpful if bidders are familiar with the State of Michigan's Grade Level Expectations, including those for social-emotional development (refer to Michigan Department of Education website for more information).

The program will demonstrate significant impact as evidenced by regularly attending students...

1. Reaching proficiency in attendance, behavior, reading, writing, and math
2. Receiving better grades in the courses
3. Higher Michigan Educational Assessment Program (MEAP) scores
4. Enhanced leadership skills
5. Improved social-emotional learning skills

CIS will achieve these program goals by offering a high quality youth development program at each of the 15 sites. The Michigan Department of Education and CIS use the Youth Program Quality Assessment (YPQA) as a measure of program quality. CIS expects successful bidders to employ high quality staff who have been trained in positive youth development strategies.

Selection Process

Partners will be chosen based on a combination of factors, including:

- experience offering proposed programming or similar programs,
- staff credentials,
- quality of programming,
- feasibility of program plan related to desired outcomes,
- cost, and
- commitment to collaboration.

Proposals for programs or services that are already being delivered at one or more of the schools identified in this RFP (outside the auspices of CIS) will not be accepted. Proposals that seek to bring new programs, or expand programs, into schools identified in this RFP are acceptable.

The CIS After School Program sites are licensed childcare centers and adhere to all **Michigan Child Care Licensing Rules and Regulations**. **Our partners must comply with these regulations**. Additionally, **all contracted providers are required to carry adequate insurance coverage**, which may include general liability and workers compensation coverage. CIS reserves the right to reject a contract or proposal based on the compliance issues.

To receive earliest consideration, submit an original proposal and two (2) copies, following the format provided on subsequent pages 4-6, by **Wednesday, August 17, 2016**.

**Communities In Schools of Kalamazoo
125 W. Exchange Place
Kalamazoo, MI 49007**

You will receive notification of a final decision regarding your proposal via a letter.

CIS After School Program Request for Proposals

I. Name of Organization or Individual & Contact information

Provide the legal name of the organization or individual who will be providing services.

Provide the primary contact person for this proposal and contact information (email, mailing address, and phone number)

II. Organization Status

For-Profit

Not-for-Profit (If Not-for-Profit, please provide evidence of this status.)

III. Program/Service Components

(30 points)

Please provide a narrative summary of the program your organization is proposing to delivery. You must address each of these topics.

1. This proposal is to deliver programming during **2016-17 school year**, in six week blocks, starting **September 2016 and ending May 2017**.
 - a. Please note any dates or range of dates that your program could not be delivered
2. Describe your program, including the grade levels it is intended to serve.
3. What identified student needs or interests does your program specifically address? (Refer to page 1 for a list of identified needs & interests.)
4. What are the objectives and expected outcomes of the program?
 - a. Please specifically address the link between the needs that CIS seeks to address (attendance, behavior, reading, writing, math) and the outcomes your program seeks to achieve. For example, if your program is designed to improve students' self-management skills, how will those skills impact students' attendance or behavior?
5. Certification of this as a new program or expansion of existing program
 - a. If new, what experience does your organization have with this type of programming?
 - b. If an expansion, please provide information on existing program (number of student served, locations, impact data, etc.)
6. How does your program's design, structure, and staffing meet youth development quality standards?
7. Does this program represent a best practice or evidence-based strategy? If so, please include citations or references.
8. Please describe your capacity to deliver this program.
 - a. How many days per week and hours per day will this program will be delivered?
 - b. How many weeks will this program will be delivered?
 - c. How many students can you serve each time the program meets?
 - d. What will your staff to student ratio be?
 - e. Are there any periods of time that you cannot deliver this program?
9. You may attach any materials (brochures, booklets, etc.) that help to explain your program. (Materials will not be returned.)

IV. Credentials and Experience

(25 points)

Please describe your organization’s history in serving youth, including your general approach to positive youth development. Indicate if you have previously worked with Communities In Schools.

Complete the following chart for the staff who will be participating in the proposed program. Specify any youth development training in which your staff have participated, e.g. High/Scope, KYDNet, etc.

You may attach up to three letters of reference. (Letters will not be returned.)

Program Staff	Qualifications	Training
Supervisory and Professional		
Other (describe)		

V. Collaboration

(5 points)

Describe your experience and specific successful strategies your organization has used to collaborate with other service providers. Please give a specific example of the organization’s success with collaborative projects. How did youth, or other recipients, benefit from this collaboration? How was service delivery enhanced by this collaboration?

VI. Evaluation

(5 points)

Explain how you will know the objectives and expected outcomes you identified in III.5 are met. What kinds of tools or methods will be utilized, e.g. surveys, focus groups, tests, etc.?

VII. Parent Engagement

(5 points)

Research tells us that parent engagement plays a major role in student success. Does your intervention/service include a parent engagement component? If so, please describe how you will involve parents directly or indirectly in the program.

VIII. Commitment to Serving KPS Students/Sustainability (10 points)

Identify the ways in which you have served KPS students in the past, including any resources your organization has developed and dedicated to that purpose. Program funding through the 21st CCLC grants is not permanent funding. Describe how your organization would continue its support of out-of-school time programming when there is no longer access to these funds. How would your organization partner with CIS and KPS to ensure that after school support for students is sustained long term?

IX. Budget (10 points)

Please provide a detailed budget for your program, including all costs for programming & staffing associated with the delivery of the program. Identify if funding for any of the line items is being provided in-kind or by another source.

Please also provide the following information in the format provided below:

Length of session (e.g. 1 hour, 45 minutes, etc.)	
Days/week session is held	
# of weeks program is delivered	
Cost/session	\$
Cost/student/session	\$

IX. Business Acumen (10 points)

Please note that returning enrichment providers will be evaluated based on the following criteria most recently observed by After School Coordinators and the Finance & Human Resource staff: accurate and timely billings, reliable staffing (including low turnover rates), and prompt response to staff inquiries. Note: new providers will be evaluated on interactions with staff from the date of the distribution of the RFP.

Please submit any questions you have regarding this RFP or the bidding process in writing to Colleen Loc (cloc@ciskalamazoo.org).