

## **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 (21<sup>st</sup> 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) and the Michigan Out of School Time Standards.

## **What We Are Seeking**

We are seeking partners who agree to:

1. Work within the CIS ISS Model of Integrated Student Services (ISS) and work together to help improve students' attendance, behavior, reading, math, and writing.
2. Utilize the frameworks of Michigan Out of School Time Standards and Youth Program Quality.
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. Deliver programs or services that address the following identified needs and/or student interests:

Literacy (reading & writing)  
Social-emotional Learning  
College and Career exploration  
Performing arts  
Science  
Technology

Math  
Healthy Living  
Sports  
Visual arts  
STEM  
Leadership and Service

## **Program Description**

Each year, approximately 800 students with strategic level needs in reading, writing, math, attendance, and behavior benefit from the after school program extended learning opportunity.

Approximately 50-60 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 a meal, homework, academic support, and enrichment.

## CIS After School Program Request for Proposals

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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. Enhanced leadership skills
4. 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.

### Sites

Communities In Schools of Kalamazoo operates the CIS After School Program in 15 schools:

#### **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

### **Selection Process**

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

- experience offering proposed programming or similar programs,
- experience/commitment to serving urban, high poverty, high minority youth programs
- staff credentials and experience,
- quality of planned programming based on Enrichment Program Description,
- commitment to collaboration and parent engagement
- programs that address improving attendance, core academics, engaging males of color
- and feasibility of program plan related to desired outcomes and cost,\*

**\*Please note that funding is limited. Enrichment program costs typically range from \$600 to \$1800 per six weeks which includes all associated expenses.**

## CIS After School Program Request for Proposals

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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 will be considered.

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 Enrichment Partner Proposal and the Enrichment Partner Profile (hard or electronic copy) by **Friday, October 13, 2017** to:

Attn: Alonzo Demand  
Communities In Schools  
125 West Exchange Place  
Kalamazoo, MI 49007

[ademand@ciskalamazoo.org](mailto:ademand@ciskalamazoo.org)

Please submit any questions you have regarding this RFP or the bidding process in writing to Alonzo Demand ([ademand@ciskalamazoo.org](mailto:ademand@ciskalamazoo.org)).

**2017-2018 CIS After School Program**  
**Enrichment Partner Profile**  
*(Must be submitted with proposal)*

**Name of Organization or Individual & Contact information (please complete all information)**

Legal Name of Organization:
Name and Position of Legal Signer of Contracts:
Name and Position of Primary Contact:
Primary Contact Phone Number:
Primary Contact E-mail:
Street Address:
City, State and Zip Code:

**Organization Status (please check one)**

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

**Program/Service Components (please check one)**

<input type="checkbox"/> Literacy (Reading & Writing)	<input type="checkbox"/> STEM	<input type="checkbox"/> Healthy Living
<input type="checkbox"/> Social-Emotional Skills	<input type="checkbox"/> Science	<input type="checkbox"/> Sports
<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Math	<input type="checkbox"/> College & Career
<input type="checkbox"/> Visual Arts	<input type="checkbox"/> Technology	<input type="checkbox"/> Leadership/Service

**Grade Levels Intending to Serve (please check all appropriate)**

- Kindergarten - 2       Grade 3 - 5 and/or       Grade 6 – 8

**2017-2018 CIS After School Program  
Enrichment Program Proposal (EPP)  
Deadline 10/13/17**

If selected as an enrichment partner, your organization will be required to carry liability insurance and Worker's Compensation insurance (unless a sole proprietor), pass an organization lien background check, and submit staff background checks.

**I. Name of Organization or Individual & Contact information**

Legal Name of Organization:
Primary Contact Name and Position:
Primary Contact Phone Number:
Primary Contact E-mail:

**II. Organization Status**

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

**III. Program/Service Components**

**(50 points)**

1. Enrichment Service Blocks (please all check box(es) program is available)

<input type="checkbox"/> November 6 <sup>th</sup> – December 20 <sup>th</sup> (7 weeks)	<input type="checkbox"/> February 26 <sup>th</sup> – March 28 <sup>th</sup> (5 weeks)
<input type="checkbox"/> January 15 <sup>th</sup> – February 21 <sup>st</sup> (6 weeks)	<input type="checkbox"/> April 16 <sup>th</sup> – June 6 <sup>th</sup> (7 weeks)

2. Grade levels intended to serve (please check box(es) that apply)

Kindergarten-2       Grade 3 - 5       Grade 6 – 8

3. Identified program focus areas intended to serve (please check box(es) that apply)

<input type="checkbox"/> Literacy (Reading & Writing)	<input type="checkbox"/> STEM	<input type="checkbox"/> Healthy Living
<input type="checkbox"/> Social-Emotional Learning	<input type="checkbox"/> Science	<input type="checkbox"/> Sports
<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Math	<input type="checkbox"/> College & Career
<input type="checkbox"/> Visual Arts	<input type="checkbox"/> Technology	<input type="checkbox"/> Leadership/Service

4. Identified CIS target goals the program may impact (please check box(es) that apply)

<input type="checkbox"/> Increasing Attendance	<input type="checkbox"/> Engaging Males	<input type="checkbox"/> Increasing SEL Skills
<input type="checkbox"/> Improving Math	<input type="checkbox"/> Improving Reading	<input type="checkbox"/> Improving Writing

## CIS After School Program Request for Proposals

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### Enrichment Program Description (must include the following)

- Provide a one paragraph narrative overview of the program purpose and content
- List program objectives
- List typical program session topics and activities
- List outcomes: what students know or be able to do as a result of this program.
- Explain how you will assess the program to determine if the objectives and expected outcomes you identified were met.
- Provide at least two Citations and/or references on best practice or evidence-based strategies that support your program's content\*

### Enrichment Program Narrative

Overview:

Objectives:

Topics and Activities:

Outcomes:

Evaluation:

Citations for evidence based strategies:

\* You may attach materials that help to explain your program. (Materials will not be returned.)

### IV. Youth Program Quality Assurances

**(10 points)**

1. How does your program's design, structure, and staffing meet youth development quality expectations of 1.) a safe and supportive environment, 2) engaging and hands-on learning, 3) positive interaction with adults, and 4) youth voice and choice?

### V. Credentials and Experience

**(5 points)**

## CIS After School Program Request for Proposals

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1. Are you a current or previous CIS Enrichment Partner?
2. If not, provide your organization's programming experience and, if available, impact data.

### Staff Skills, Training & Credentials

Staff Name(s)	Qualification(s)/Credentials	Training (Weikert, KYDNet)

### VI. Collaboration

**(5 points)**

Describe your organizations strategies for collaboration, give an example of a successful collaborative project, and describe how youth have benefited.

### VII. Parent Engagement

**(5 points)**

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 Diversity, Inclusion and Sustainability

**(5 points)**

Program funding through the 21<sup>st</sup> CCLC grants is funds 15 KPS school sites and is not permanent funding. Describe how your organization would sustain its support of out-of-school time programming for KPS students if there is no 21st CCLC grant funding available. Describe how your organization addresses diversity and inclusion.

### 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:

<b>Length of enrichment program</b> (Ex. 1 hour, 1.5 hour, 2 hours)	
<b>Days per week enrichment is provided</b> (Ex. 1 day, 2 days)	
<b># of weeks enrichment is delivered</b>	

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(Ex. 5 weeks, 6 weeks, 7 weeks)	
<b>Maximum # of students served</b> (Ex. 15, 17, 25)	
<b>Cost per daily session *</b>	
<b>Total Proposal Amount</b> (# of days per week x number of weeks in enrichment session x cost per daily session)	

*\*The cost per daily session includes all costs for programming, materials & staffing associated with delivery of program.*

### IX. Business Acumen

**(10 points)**

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/absentee rates), and prompt response to staff inquiries. New providers will be evaluated on interactions with staff from the date of the distribution of the RFP.

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