

**Request for Proposal  
Youngstown City School District  
After School Enrichment Programming  
Nine Elementary Schools Grades 5th-8th**

**Youngstown City School District**  
474 Bennington Ave,  
Youngstown, OH 44505

**August 13,2018**

## **Background/Rationale**

Since 2010, Youngstown City School District has been in Academic Emergency based on failure to meet state minimum targets for academic performance. On the surface, the district's current state can seem disheartening, but the district has strengths to leverage and is taking action. We are digging into the root causes of our challenges so that together, as a community, we can make significant changes so that our students have a better present and future.

The YCSD proudly serves approximately 5,300 students, their families and the greater community in its mission to prepare all of the city's children to become productive, responsible citizens in a safe, caring and supportive environment. The Youngstown City School District reconfigured in the 2017-18 school year, moving to nine preschool to eighth-grade schools and returning to a neighborhood school format.

The Academic Distress Commission approved a strategic plan on December 5, 2016. This plan is the CEO's course of action for the next three years. The plan outlines the vision, action steps and how progress will be monitored.

## **Scope of Work**

Youngstown City School District is inviting qualified candidates to submit a proposal to provide proven and effective research-based after school enrichment programming to the identified estimated 60 students in each nine elementary schools totalling around 550 students in grades 5th-8th by October 1, 2018- May 3, 2019 5:00pm -7:00pm Monday-Friday.

The After School enrichment programming is to be designed to assist with enhanced life skill opportunities, promote personal health and wellness, engaging hands-on social, emotional and leadership skills activities, provide students with Science, Technology, Engineering and Math (STEM) interactions, engaging physical, cultural and community experiences, and provide field trips to different locations. The district prefers all included programs to be covered within their budget curriculum, staff, and supplies. The Enrichment Program will provide the district with current staff background and drug testing.

## **Proposal Contents**

The proposal must include the following:

- Cover letter
- List the names of staff to be assigned to this project and include a copy of their resumes
- Include at least three references (including agency or business name of client, contact person, address and telephone number)
- References from two (2) successful enrichment programs
- Approach/Schedule
- Cost Proposal/Monthly Budget

**Period of Performance**

It is anticipated that the review process should be conducted from August 27th- August 31, 2018.

**Due Date and Place for Submission of Proposals**

The deadline for receipt of electronic proposals is **Friday, August 24, 2018 4:30pm EST** (Eastern Standard Time). Submit proposals electronically in Adobe Acrobat PDF format to:

Cheryl L. McArthur, Chief of Human Resources  
[cheryl.mcarthur@youngstown.k12.oh.us](mailto:cheryl.mcarthur@youngstown.k12.oh.us)

Amanda McGinnis, Deputy Chief of School Improvement and Programs  
[amanda.mcginnis@youngstown.k12.oh.us](mailto:amanda.mcginnis@youngstown.k12.oh.us)

***Any proposal received after the date and time listed above will not be considered.***

Submit questions pertaining to this Request for Proposal (RFP) in writing via email by Tuesday, August 21st, 2018 4:30pm EST EST to the email address below:

Amanda McGinnis, Deputy Chief of School Improvement  
[Amanda.mcginnis@youngstown.k12.oh.us](mailto:Amanda.mcginnis@youngstown.k12.oh.us)

Include the specified bidder’s name and name of the RFP.

**Duration**

The initial term of the Agreement for Services created by this RFP shall be from date of signed Agreement until Friday, May 3, 2019.

**Evaluation Criteria**

Your proposal should directly address each of the criteria below:

Demonstrated experience in school enrichment programming	25 points
Experience in implementing school enrichment curriculum	25 points
Evidenced-based success stories	25 points
Staff qualifications and references	10 points
Approach/Schedule	5 points
<u>Cost Proposal</u>	<u>10 points</u>
Total	100 points

**Administrative Information:**

Services/Payments:

The District shall pay professional fees for services provided under this solicitation only after receipt of valid and completed invoice for services rendered.

Insurance Requirements:

The winning bidder selected by YCSD will be required to carry and provide a certificate of general liability insurance of \$1M per occurrence/ \$3M aggregate. The YCSD will be noted as additionally insured whose coverage is secondary and noncontributory. In addition, a certificate of worker’s compensation coverage will be required.

Rights Reserved by YCSD:

YCSD reserves the right to waive any irregularities in proposals, to reject any or all proposals, and to cancel this solicitation at any time prior to contract award. YCSD also reserves the right to award all or any portion of the work specified in the Request for Proposal to any proposer(s). Prior to making a selection decision, YCSD reserves the right to interview any or all individuals or businesses submitting a proposal, and to check references as part of the final evaluation process.