



WEST CONTRA COSTA PUBLIC EDUCATION FUND

Request for Qualifications (RFQ) Summer Program Grants

City of Richmond Achieve Summer Camp Program

Release date:

March 1, 2017

Application due date:

March 31, 2017, 5:00 p.m.

For more information, please contact: Ed
Fund, Robert Bunce
(510) 233-1464
robert@edfundwest.org



Introduction

The Ed Fund, through generous support from the West Contra Costa Unified School District, is offering organizations the opportunity to qualify for program funds to provide services to youth participating in the City of Richmond's Achieve Summer Camp Program.

The purpose of this Request for Qualifications (RFQ) is to develop a list of qualified service providers capable of partnering with the City of Richmond to provide high quality summer programming.

Eligibility

To be considered for funding, applicants must be either a non-profit corporation in the State of California with full 501(c)(3) tax status or have received fiscal sponsorship from a 501(c)(3).

Summer Pilot Funding Opportunity

The Ed Fund will award up to \$30,000 in Summer Grants.

Applicants should specify their ability/interest to provide services by site and timeframe.

Available funding will be distributed evenly across 4 camp sites:

	Nevin Community Center	Shields Reid Community Center	Booker T. Anderson Community Center	Parchester Community Center
Total Funding by Site:	\$7,500	\$7,500	\$7,500	\$7,500

**** Each site to contract 3-4 programs with their \$7,500 allotment****

Services to be provided for the following timeframes:

Week 1	Week 2&3	Week 4&5	Week 6&7	Week 8&9	Week 10
Sample Camp Themes	<i>Amazing Animals</i>	<i>Heroes of History/Blast Off</i>	<i>Summer Talent Jam</i>	<i>Summer Olympics</i>	Close-out Week
x	6/19-6/30	6/3-7/14	7/17-7/28	7/31-8/11	X



- Service providers should design programming for camps serving approximately 60 youth in grades K-6.
- Providers are typically expected to deliver programming in afternoon time slots, 1-2 times per week.
- Services are to be provided for approximately 3 hours/week.
- Campers rotate through enrichment services in smaller groups of approximately 20-30, while accompanied by City Recreation staff.
- Services are provided during weeks 2-8.

Sample weekly schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
10-10:15	Morning Arrival	Morning Arrival	Morning Arrival	Morning Arrival	Morning Arrival
10:15-10:30	Morning Meeting	Morning Meeting	Morning Meeting	Field Trip/ Study Trip	Morning Meeting
10:30-12	Project-Based Learning	Project-Based Learning	Project-Based Learning		Project-Based Learning
12-12:30	Lunch	Lunch	Lunch		Lunch
12:30-1:00	Outside Free Play	Outside Free Play	Outside Free Play		Outside Free Play
1:00-3:30	Provider Time A	Swimming Trip	Provider Time B		Jr Giants Practice/ Activity Stations
3:30-3:45	Snack	Snack	Snack		Snack
3:45-4:00	Wrap Up	Wrap Up	Wrap Up		Wrap Up

* Provider time slots will vary from site to site.

Timeline

ACTIVITY	DESCRIPTION	TIMELINE
RFQ Release	Applications are available at: http://edfundwest.org/wp/wp-content/uploads/2015/03/SummerPilot.RFQ_V3.docx	March 1, 2017
Application Inquiries	Staff will be available to respond to questions regarding the application by phone or email. Questions will not be accepted after March 14, 2017. Contact: Robert Bunce, (510) 233-1464 or email robert@edfundwest.org .	March 1 through March 14, 2017
Information Session	Interested applicants are invited to an information session to address program and application questions.	March 7, 2017 10:00a.m.



Application Due Date	Applications must be received at the Ed Fund office by March 31, 2017, 5:00 p.m.	March 31, 2017 5:00p.m.
Application Review	Applications will be reviewed by the Review Team.	April 14, 2017
Qualification Round	Qualified applicants will be notified and sent to the City of Richmond for final site selection.	April 10, 2017
Notification Letters	Notification letters to selected applicants for Summer 2017 will be emailed to the contact person listed in the cover sheet of the application.	April 21, 2017
CBO/Site Coordinator Meeting	City staff will select and meet with partners to clarify proposed plans and schedules.	Week of April 24
Contract Development	Contracts signed.	Week of May 1
Services Begin	Project start dates.	June 12, 2017

Part 1: Program Overview and Funding Process

A. Background

The West Contra Costa Public Education Fund (Ed Fund), in partnership with the City of Richmond (City) and the West Contra Costa Unified School District (WCCUSD) joined together in the summer of 2014 to pilot a new model for City summer camps at Shields Reid Community Center and Nevin Community Center. Based on current research, the three entities were determined to tackle summer learning loss—the loss of knowledge that occurs when children's minds aren't actively engaged between school years—which has a profound, cumulative impact upon their educational careers and lives. A 2007 Rand study found that two-thirds of the ninth-grade achievement gap between disadvantaged students and their economically better-off peers could be explained by what happened over the summer during the elementary years.

As the Out of School Time (OST) intermediary for the West Contra Costa Out of School Time Collaborative, we have been building a coordinated OST system between WCCUSD, the Cities, and Community Based Organizations in West Contra Costa. Through our quality initiative within the OST collaborative, the Ed Fund was asked to bring best practices to the City of Richmond's



summer camp. As part of the redesign for Camp Achieve Summer Program, the Ed Fund plays a lead role in partnering high quality specialty providers as a key strategy to support a quality summer experience for youth. We believe high quality specialty providers are essential to the success of this summer camp model.

As the intermediary for this project, the Ed Fund will offer and administer Summer Program Grants for the summer of 2017 to enable specialty providers to deliver high quality programming at the following City summer camps.

- Nevin Community Center
- Shields Reid Community Center
- Booker T. Anderson Community Center
- Parchester Community Center

The Summer Pilot Program strives to use these Summer Program Grants to increase access to high quality summer programming. As such, we seek quality program services grounded in the West Contra Costa Out of School Time Collaborative Quality Standards:

1. Active and Engaged Learning

- Programming and activities are developmentally appropriate and promote the physical, academic, social, and emotional development of all participants.
- Programs provide a positive environment that integrates best practices of youth development and support student creativity. Opportunities for play and fun are promoted.

2. Skill Building

- The program intentionally provides opportunities for students to build skills that support their success in academic, health, social-emotional, and other key areas of their lives.

3. Safe Environment

- Physical and emotional safety is a key foundational element of programs. The program provides a safe and supportive environment that addresses the developmental, physical and emotional needs of diverse participants.

4. Community Responsiveness

- The program culture reflects respect and celebrates diversity. The program is accessible and responsive to the needs of the community it serves.



B. Funding Allocation

The RFQ is for the summer of 2017. Proposed funds are approximately \$30,000. Funding for this service year is subject to availability of funding. By issuing this RFQ, the Ed Fund and City of Richmond do not make any assurances that it will enter into any contracts. The grant award will be for one summer of service.

All service providers will enter into a Memorandum of Understanding with the Ed Fund to provide services as stipulated in their RFQ. Organizations will be responsible for submitting invoices to the Ed Fund for payment. Invoices shall be submitted on or after the following dates:

- 1st Invoice June 15th
- 2nd Invoice July 15th
- 3rd Invoice August 15th

C. Service Provider Selection

The Review Team will review applications that meet the minimum eligibility requirements. Members of the Review Team will evaluate applications and make funding recommendations to City staff. The Review Team will focus on the following requisites in selecting the eligible service providers:

1. The service provider's past and current experience, expertise, and capacity in operating high quality, cost-effective programs for youth that will strengthen and expand the City of Richmond's summer camp experience for youth.
2. The service provider's ability to effectively partner with the Site Coordinator and Staff to provide services to youth.
3. The development of realistic and measurable youth centered learning goals and outcomes.

D. RFQ Cost/No Obligation

This RFQ does not commit the Ed Fund to pay any costs incurred in submission of a response or making any necessary studies or designs for the preparation thereof nor the purchase or contract for services in connection with the preparation of a submission. The Ed Fund is not obligated to enter into any contracts.



E. Inquiries and/or Requests for Clarification

Any requests for clarification of the RFQ shall be made no later than seven (14) calendar days before the deadline for submission and shall be made to: Robert Bunce, 217C W. Richmond Ave, Richmond, CA 94801.

F. Terms and Conditions of Agreement

The Ed Fund reserves the right to negotiate any and all terms of an agreement including length, scope of services, and grant award. An agreement with the successful candidate shall not be binding unless and until it is signed by the authorized representatives of the Ed Fund, City of Richmond, and the service provider. Selection as an eligible provider does not guarantee that the Ed Fund will award a grant to any eligible provider.

G. Acceptance or Rejection of Applications

The Ed Fund reserves the right to reject any items or groups of items offered in response to this RFQ. The Ed Fund reserves the right to waive any minor informality or irregularity in any response. The Ed Fund may, for any reason, decide not to award grants as the result of this RFQ.

H. Confidentiality

Responses to this RFQ become the property of the Ed Fund. At such time as one or more applicants are recommended to the City Richmond, all responses become a matter of public record and shall be regarded as such.



Part 2: Requirements

A. Service Agreements

Upon successful qualification and award of a contract, the successful applicants will enter into a Memorandum of Understanding (MOU) with the Ed Fund.

The content of the MOU exhibits will be determined upon successful negotiations with Grantees. Exhibits will define areas of service, measurable outputs, and client objectives, as derived from the application. This will ensure that funds are spent toward achieving measurable outcomes. Acceptable administrative charges must be directly related to the supervision and/or implementation of the proposed direct services.

B. Evaluation Participation

Funded organizations will be asked to design program-specific evaluations and administer data collection activities. Service providers will need to be able to articulate their impact of services on youth as a result of their participation in funded program(s).

C. Service Partner Agreements

Selected service providers will be required to sign a separate Service Partner Agreement with the City of Richmond. **In addition, all service providers will need to submit the following to the Ed Fund prior to June 1st:**

- Finger printing
- Background check
- TB Test
- Insurance compliance

D. Insurance

Selected service providers will be required to submit Certificates of Insurance in accordance with the insurance requirements set forth by the City of Richmond and Ed Fund prior to release of any installment of the grant award.



Part 3: Services Requested

A. Comprehensive Summer Programming

Over the three years of this project, this model created a comprehensive summer camp experience for youth, providing a rich blend of project based learning, quality enrichment programs, and recreational activities, students experienced strong results. For the participants in these quality summer programs:

- Campers increased grade level reading by 3-4 months
- Over 95% of parents felt their child learned new skills to help them in school
- Over 95% of parents felt their child was more prepared for school

These outcomes show the important contribution a comprehensive summer program and quality providers can make towards improving student readiness and ultimately closing the achievement gap.

B. Eligible Program Service Areas

Service areas described in this RFQ represent an outline of essential activities for programs funded through the Ed Fund. The final scope of services, grant deliverables, and budget will be determined through the MOU process.

Enrichment Programming

Target: All Sites

- Provides youth safe and structured STEM, Arts & Music, recreational, educational, cultural activities, and field trips that expose youth to a wide range of opportunities.
- Provide programming and activities that are developmentally appropriate and promotes the physical, academic, social, and emotional development of all participants.
- Provide a positive environment that integrates best practices of youth development and supports participant creativity. Opportunities for play and fun are promoted.
- Provide opportunities for participants to build skills that support their success in academic, health, social-emotional, and other key areas of their lives.
- Provide physical and emotional safety programs. Provides a safe and supportive environment that addresses the developmental, physical



and emotional needs of diverse participants.

- Provide a program culture that reflects respect and celebrates diversity. Ensure program is accessible and responsive to the needs of the community it serves.

C. Performance Measures

Funded organizations will be asked to administer data collection activities and participate in other evaluation activities as required by the program. Service providers will need to be able to articulate their impact of services on youth as a result of their participation in funded program(s).



Part 4: Submission and Form Instructions

Applications in response to this RFQ must be received by 5:00 p.m. on Friday, March 31, 2017. Applications may be emailed, mailed, or hand-delivered to:

Ed Fund
Richmond Pilot RFQ
Attention: Robert Bunce
217C West Richmond Ave.
Richmond, CA 94801

Email: Robert@edfundwest.org

Proposals not received by the due date and time will be disqualified from the process.

1. Submit completed application.
2. The completed application should be in the order outlined in the checklist.
3. Narrative responses must clearly address the questions. Narratives not to exceed (6) pages.
4. **Form B, Form C, and Form D** (if applicable) must be completed and attached with original application or electronic application at time of submission.



Part 5: Forms

This checklist is for the applicant's use as a reference tool while completing the RFQ application. The application package should include this form and be submitted in the order listed.

AGENCY NAME: _____ PROGRAM NAME: _____

YES	NO	COMPONENTS
		Form A Cover Page
		Form B Narrative (Six page maximum)
		Form C Program Budget
		Form D Statement of Fiscal Agent Responsibilities Form, if applicable
Agency Documents: Include in Application		
		Proof of Non-Profit Status – IRS Determination Letter of 501 (c) (3)
		List of staff member(s) executing the program and resume(s)
		Certificate of Insurance



Form A: Cover Page

AGENCY INFORMATION:

Name of Agency _____

Mailing Address _____

Zip Code _____ Phone _____

Agency Director _____ Email _____

Legal Status

- Incorporated as a private non-profit corporation in the State of California and has been granted 501(c)(3) tax exempt status by the United States Internal Revenue Service; IRS Employer Identification Number (EIN): _____

PROGRAM INFORMATION

Program Contact _____

Phone Number _____ Email _____

Enter the dollar amount requested for each Eligible Service Area for which you are applying:

Eligible Service Areas	Dates of Service (Circle all that apply)	Amount Requested
Sheilds Ried Community Center	6/19-6/30, 6/3-7/14, 7/17-7/28, 7/31-8/11	\$
Nevin Community Center	6/19-6/30, 6/3-7/14, 7/17-7/28, 7/31-8/11	\$
Booker T. Andersen Community Center	6/19-6/30, 6/3-7/14, 7/17-7/28, 7/31-8/11	\$
Parchester Community Center	6/19-6/30, 6/3-7/14, 7/17-7/28, 7/31-8/11	\$
Total Amount Requested		\$

Brief Project Description: (five-line summary of proposed program)

Print Name and Title (Authorized Representative)

Signature and Date



FORM B: Narrative

1) Service Capacity/Experience (25 Points)

- a. Describe the current experience, resources, and activities that qualify your agency for this RFQ.
- b. Describe the experience of your agency working with the focus population.
- d. Describe your agency's experience working collaboratively with partners.
- e. Include resume of staff person(s) executing the program.

* Points shall be awarded on the basis of the applicant's past and current experience, ability to meet the needs of summer camp participants, and ability to work with City staff.

2. Program Delivery (25 Points)

- a. Describe your program design, including the services you propose to offer and how the services will fit into the summer camp model.
- b. Describe how the program is engaging, culturally relevant, developmentally appropriate and accessible for youth.
- c. Describe the expected results. How will youth benefit/gain skills from your services?

* Points shall be awarded on the basis of the applicant's ability to provide effective and relevant services to summer camp participants.



Form C: Program Budget

Itemized Costs		Total Expense	From Ed Fund	From Other Source
Staffing Costs				
# FTE	Description			
Basic Equipment and Materials				
QNTY	Description			
Shipping and Handling:				
Sales Tax:				
Total Cost				
<i>Funding from other sources (itemize):</i>				
<i>In-kind resources or services from other sources (itemize):</i>				
Total Requested from Ed Fund				



Form D – Sample Statement of Fiscal Agent Responsibilities

_____ shall act as a Fiscal Agent for _____
(Organization Name) (Applicant)
for _____.
(Applicant's Project)

The applicant has or will submit a grant application for Ed Fund Summer Pilot Grant Program. If the project is awarded funds, the Fiscal Agent shall accept the following responsibilities:

- Enter into an agreement with the Ed Fund to provide specified services in accordance with any Ed Fund funding condition(s);
- Receive payments from the Ed Fund project expenses and disburse funds to the applicant;
- Maintain adequate accounting records for the Ed Fund Summer Pilot funded project;
- Submit project reports to the Ed Fund as required;

Fiscal Agent (Organization Name)

Address of Fiscal Agent's Authorized Representative

Phone Number and email address of Fiscal Agent's Authorized Representative

Fiscal Agent (Authorized Representative) PRINT NAME

Fiscal Agent (Authorized Representative) SIGNATURE and TITLE

DATE: