

Oakland Planning and Development Corporation

*Request for Proposal*

**Partner Organizations to Implement Enrichment Activity Programming**

**Future Makers: Build a Bright Future – 2018-2019**



**ISSUED:** Thursday, May 24, 2018

**SUBMISSIONS DUE:** OPEN

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**Overview**

Future Makers: Build a Bright Future (Future Makers) is an Oakland Planning and Development Corporation (OPDC) youth program initiative funded by McAuley Ministries. The program will be located in the Hill District for youth in grades 7-12. Future Makers offers students college and career enrichment activities.

Future Makers will provide hands-on enrichment activities that motivate and inspire youth to explore college and career opportunities. Youth will be able to experience career possibilities, develop new skills, connect with area programs, meet professionals, and expand their college and career planning knowledge.

Future Makers categories fall into two areas: *career paths*, such as STEM, arts, business/entrepreneurship, and health care; and *college access* such as SAT preparation and college financing. Each trimester will have a focus category.

The Future Makers program will provide STEM, business, arts, health care, and college preparation activities to students and their families. The primary goal of these “maker days” is to assist students to identify 21<sup>st</sup> century career options while exploring a college pathway with hands-on enrichment opportunities. Ancillary services for parents such as paying for college instruction may also be provided during the trimester showcase.

We rely on contracted partners to facilitate inclusive, creative, and dynamic enrichment programming, and we are currently seeking high-quality organizations and individuals to work with our students on the first and second Saturdays of the month during the school year. As we aim to provide a variety of program options, we anticipate selecting multiple providers.

We encourage you to read the details of this Request for Proposal carefully, and consider submitting a proposal to implement an activity during the 2018-2019 Future Makers program.

**Proposals are due no later than July 13, 2018**, detailed submission requirements must be included on subsequent pages of this Request for Proposal.

**\*Please Note:** Returning providers need only to identify new activities, dates, update insurance and clearance information.

## **Section 1: General Information**

Oakland Planning and Development Corporation (OPDC), seeks proposals demonstrating outstanding commitment to youth engagement and interest through providing students with a unique learning opportunity during the 2018-2019 academic year, beginning in September 8, 2018.

To serve many students with college preparation and career development programming, OPDC will launch ***Future Makers: Build a Bright Future***. The program will engage Hill District and Oakland youth via Saturday workshops. These hands-on events will be career-focused in the areas of STEM (Science, Technology, Engineering, and Math), business, arts, health care, and college preparation. Students will prepare for 21<sup>st</sup> century careers while actively planning their futures. This approach will reach youth who do not participate in after-school programs due to the time commitment required or their disinterest in structured program activities. Our programming will be offered two Saturdays per month, it will be engaging, and will relate to real-world careers.

“Maker days” will occur on Saturdays (12:00 PM – 2:00 PM) with 30 minutes to set up and break down), twice monthly. Programs will be tailored to two grade clusters: those in grades 7 - 9 and those in grades 10 - 12. Over the course of an academic year, we will offer “trimesters” to organize programming by categories and provide milestone targets for students. At each maker day, youth will work directly with industry professionals to learn about 21<sup>st</sup> century careers. Each maker day will feature the career track component that will outline a career path and academic steps to achieve success.

Providers are not expected to offer more than two workshops per grade. Maker days will not span for more than one month (two Saturday’s).

Future Makers’ first year will operate the first and second Saturdays of each month from September 8, 2018 through June 1, 2019.

We seek proposals that demonstrate the capacity to plan and implement inclusive student-centered programming for unique, fun, exciting, and educational activities with a college and career focus.

There are several opportunities to partner with Future Makers during the 2018-2019 program year. All proposers are asked to consider their interests, strengths, and skills, and to propose programming that will be engaging for youth.

### **Compensation**

Providers may request compensation in the amount of up to \$70 per hour for materials and miscellaneous programming expenses. Invoices will be paid within 30 days of receipt.

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**Contact**

Any questions regarding this RFP should be directed to Karla Stallworth, 412-682-1144, kstallworth@s2c.opdc.org.

Location for the 2018-2019 Future Makers site is: Thelma Lovett YMCA, 2114 Centre Ave, Pittsburgh, PA 15219.

**Timetable/Response Submittal**

Selection of organizations will be made based on the proposals submitted and interviews, if needed. A timetable for the selection process is provided below.

<b>Process</b>	<b>End Date</b>
Request for Proposal (RFP) Issued	Thursday, May 24, 2018
Proposals Submitted	Tuesday, July 13, 2018
Providers Notified no later than	Friday, July 27, 2018
Provider Contracts Signed	Friday, August 10, 2018

**Section 2: Scope of Services**

**Who May Apply**

Eligible proposers include any organization or individual with the capacity to inspire and engage high school students of all abilities in fun and exciting activities that are also educational and geared toward college and career. Proposers may be non-profit or for-profit. Previous experience working with children is desired.

**Contract Term**

The term of the contract shall be active on or about September 8, 2018 through June 1, 2019.

**Attendance Clause**

OPDC will work in coordination with contracted providers to promote high attendance, and will share resources and recommendations for encouraging students to attend regularly.

**Site Logistics**

The Program Coordinator will be the contact person for all needs at the maker days. Please be as detailed as possible in describing the space and materials (tables, chairs) that will be required for the activity/activities being proposed.

**Mandatory Staffing Requirement**

OPDC requires a maximum ratio of twenty students to one adult for the duration of the Future Makers activity.

### **Required Deliverables Prior to Future Makers Start**

**1. Employee Roster and Staff Clearances** – Contracted providers shall submit their employee roster listing any employee of a provider who will have direct contact with children. All employees participating in Future Makers activities shall complete three required clearances and submit proof of these clearances to OPDC as part of the contracting process. The required clearances are:

- **Act 34 (Employee - Criminal Record Check)**
- **Act 151 (Employee - Child Abuse History)**
- **Act 114 of 2006 (FBI Federal Criminal History)**

The fees to complete required clearances are to be paid by the contracted provider and should not be billed to OPDC in proposal budget.

**2. Communication with OPDC:** Contracted providers shall meet with OPDC staff as needed to ensure full coordination of enrichment activity programming with all other aspects of the Future Makers.

**3. Insurance:** Contracted providers must add OPDC as additionally insured as follows:

- **General Liability: \$1,000,000 per occurrence**
- **Umbrella Liability: \$1,000,000 per occurrence**

Contracted providers should submit proof of insurance for:

- **Workers Compensation and Employers Liability:**

i. Workers Compensation: Statutory Limits.

ii. Employers Liability: \$100,000 Each Accident – Bodily Injury by Accident; \$100,000 Each Employee – Bodily Injury by Disease; and \$500,000 Policy Limit – Bodily Injury or Disease.

**4. Invoices:** Contracted providers shall submit invoices to OPDC according to an hourly rate established in the provider contract.

### **Section 3: Detailed Proposal Requirements**

All proposers shall be accorded fair and equal treatment with respect to the selection process. Discussions may be conducted between the OPDC and prospective proposers, or with proposers who have submitted proposals. During these discussions, there shall be no disclosure of information derived from proposals submitted by other proposers.

## Contents of Proposal

**1. Cover Page:** Please submit a cover page with the following information:

### General Information

- Organization name
- Organization mailing address
- Organization website
- Proposer's name and title
- Name of authorized organization contract signatory
- Submission date

**Primary Contact** - the primary contact person identified on the cover page will receive all relevant communication regarding the status of the proposal.

- Primary contact name
- Primary contact phone number
- Primary contact e-mail address

### Activity Description

- Name of proposed activity
- Description of the activity (Not to exceed 250 words)
- Number of weeks needed for student outcomes (i.e. 1 week, 2 weeks – weeks refer to one 2-hour Saturday session) - Maximum 2 weeks per activity
- Desired number of students per session

*Proposers wishing to submit proposals for multiple activities at Future Makers shall submit a separate cover page for each proposed activity.*

**2. Detailed Activity Plan** (not to exceed two pages): please describe the details of the program that would allow reviewers to understand:

- Describe how your activity will support the goals of Future Makers in increasing awareness of college and career opportunities? Describe the goals of the activity. What will the students learn by the end of the activity?
- How will your activity encourage a youth to pursue a college or other post-secondary education? Provide a list of possible career opportunities and/or college majors youth may pursue.
- In what ways is this opportunity unique, fun, exciting, and educational for youth?
- Will there be anything tangible for the students to display or showcase?
- List specific benchmarks / outcomes.
- Describe your general session format and agenda for the individual sessions and throughout the timeframe proposed.
- Please note how new students would be engaged in the activity if there is a series of concurrent workshops and a student enters after the first session.

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- How do you ensure your activity is accessible to students with varied abilities, including students with disabilities?

**3. Staff (not to exceed one page):** please describe your organization and team's ability to deliver quality program in the content area proposed.

- Describe any awards, certifications, and licenses that support expertise in the content area.
- Describe the direct staff's experience working with youth and their tenure within your organization.
- Share any successes from students in your program.

**4. Facilities and Materials (not to exceed one page):** OPDC will not provide any supplies for your activity. Please plan accordingly within your budget.

- Describe the type of room most suitable for your activity.
- Describe the type of access of resources you may need (i.e. projector, outlets for equipment, storage for supplies, sink for clean-up).

If using technology and websites, please list the websites you will use regularly.

**5. Budget and Budget Narrative (not to exceed one page):** Please submit a detailed budget that is aligned with the activity plan even if the activity is being provided at no cost to OPDC - Future Makers.

Budget should/can include:

- a. Programming costs up to \$70 per hour per provider organization (programming cost is per program activity hour, not per person per hour).
- b. Materials and supplies.

### General Submission Requirements

All submissions must be sent electronically as one single PDF attachment to Karla Stallworth at [kstallworth@s2c.opdc.org](mailto:kstallworth@s2c.opdc.org).

Information included in the body of the e-mail message will not be considered in the evaluation of proposals.

### 6. Confirmation of Receipt:

Confirmation of receipt of proposals submitted will be sent via e-mail to the primary contact listed in the proposal.

- All proposals must be received electronically by [kstallworth@s2c.opdc.org](mailto:kstallworth@s2c.opdc.org).
- Proposals submitted via fax or regular mail will not be accepted.
- Late proposals will not be accepted.

**Please note:** OPDC reserve the right to (i) select one or more providers to provide the services outlined herein; (ii) reject any and all proposals; and (iii) identify any areas where a conflict of interest may exist.

**Section 4: Evaluation Criteria**

All proposals will be evaluated based on the following criteria:

<b>Category</b>	<b>Percentage Weight</b>
Detailed Activity Plan	30%
Alignment to Future Makers mission and student needs	20%
Detailed outcomes/benchmarks description	20%
Qualifications and Experience	15%
Completeness of Proposal	10%
APOST Quality Campaign Membership	5%
<b>Total Percentage</b>	<b>100%</b>