



Somerville Public Schools

Rosanna Paribello, Director
Adriana Guereque, Assistant Director

Community Schools

167 Holland Street Rm 132
Somerville, MA 02144

www.somerville.k12.ma.us/afterschool
T 617-625-6600 x6970 • F 617-629-5512

About the RFP (Request for Proposal) Process 2019-2020

Community Schools (CS) will contract with approximately 30 community based organizations to provide supplemental programming for over 700 Somerville Pre-K-6 students district wide.

The application deadline is July 12 and should be returned to **167 Holland Street Room 132 Somerville, MA 02144** or via email to mclingan@k12.somerville.ma.us. **All accepted proposals will be notified before the first week of August.**

Proposals will be reviewed by a committee consisting of Community Schools Administrators, Site Coordinators and staff. The committee will be looking for the following:

- Providers with experience serving multi-aged youth
- Proven success of implementation of hands-on, project based curriculum
- High quality lesson plans that meets targeted outcomes listed on **Afterschool Provider Proposal**
- Commitment to outlined timeline for planning, training and implementation

The **Provider Information Open House** will be scheduled on **Thursday, June 6, 2019** between 10:30am-12:00pm at our main office at 167 Holland Street, Room 132 for interested organizations and/or providers. *New providers should attend if they have any questions and provide necessary paperwork (W-9, CORI, please bring your photo ID).* Community Schools staff will be available to answer questions and provide support on completing the RFP.

Program Responsibilities

Organizations/Providers who apply for the Community Schools program must commit their staff to participate fully in the requirements below. **We will need to know who you will be sending for instructors by August 26. If selected as a provider, you will be expected to provide the following:**

1. New organizations/providers must attend submit all the proposal, scope of service, and invoices by the dates indicated on the provider timeline
2. Organizations/providers may be asked to attend professional development offered by Community Schools and or consult with the Student Services Coordinator if CS determines support and training would benefit the instructor. These trainings are normally held on a Tuesday, Wednesday or Thursday between 11:00am-1:30pm
3. Have current First Aid and CPR certification
4. Provide high quality, hands-on and engaging activities for youth that meet the targeted outcomes outlined in the Afterschool Provider Proposal including English Language Arts component and other 21st Century learning skills
5. Arrive **on time**, prepared and ready to teach on all scheduled days. Being consistently tardy will affect whether the organization/provider will continue for consecutive sessions.
6. Participate in and support the Community Schools quality and evaluation efforts
7. Plan and participate in an end-of-session celebrations and/or family nights (dates to be determined by site)



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Afterschool Provider Proposal

Section 1: About You/Your Organization

Name of person completing this proposal _____

Organization/Agency (if applicable) _____

Address _____

Phone _____

Home

Mobile

Office

Email address _____

Names of direct care staff that will facilitate the proposed activities if other than listed above:

1. _____

Name

Email

Phone

2. _____

Name

Email

Phone

I am (check the one that most accurately describes your affiliation):

- Somerville Public Schools Teacher
- Somerville Public Schools Employee
- Community based organization, business or university _____
- Community member with specific expertise in _____

I am (circle one): a new organization/provider or a returning organization/provider



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Section 2: About your proposed activity club or academic support club

Proposed Club Title _____

Please provide a 25-word description of the proposed club here. If your club is selected we will use this information in promotional/outreach materials.

Required Academic Outcomes:

All lessons should have an **English Language Arts** component as outlined below:

- Reading
- Written Communication
- Verbal Communication

Additional Academic Outcomes, Topics or Skills (check all that apply):

- Math (Problem Solving, Communication and Reasoning)*
- Science topics (please list)* _____
- Art* _____
- Music* _____
- Foreign language; please list specific languages* _____
- Social and emotional learning*
- Positive behavior in the classroom*
- Engagement in learning*
- Communication (includes listening skills, oral presentation skills, and verbal skills)*
- Leadership development*
- Other* _____



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Please complete the attached weekly curriculum outline (Appendix A)

Students in different grades have different academic, social and other development needs and capacities. Please indicate which grades the enrichment club is intended to serve (check all that apply):

- Pre-K
- Grades K-2
- Grades 3-5 (there may be a few 6th graders)

Section 3: Scheduling

Enrichment clubs are offered in three sessions outlined below. Please indicate in which enrichment club session you can provide services (check all that apply):

- Semester One: September 16 – December 20, 2019
- Semester Two: January 2 – March 20, 2020
- Semester Three: March 23- June 5, 2020

If you can provide services for more than one session, do you intend to:

- Repeat the same club?
- Provide a club that deepens the learning experience for (ideally) the same group of students over a longer period (e.g. advanced hip-hop dancing follows hip-hop for beginners)?
- Other; please describe: _____

Somerville Community Schools seeks outside activity club providers for the following eight schools. Please indicate if you have specific schools where you would like to provide services.

- No preference
- Argenziano School (Pre-K-5 programming)
- Brown School (K-5 programming)
- Capuano Early Learning Center (Pre-K & K only)
- East Somerville Community School (K-5 programming)
- Healey School (Pre-K-5 programming)
- Kennedy School (K-5 programming)
- West Somerville Neighborhood School (Pre-K-5 programming)
- Winter Hill Community School (Pre-K-5 programming)



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Using the following table, please indicate which days/times you are able to teach this enrichment activity. If you are able to teach more than one club per day please indicate.

	Monday	Tuesday	Wednesday	Thursday	Friday
Block 1 60 minute blocks 3:00-4:00 PM					
Block 2 60 minute blocks 4:00-5:00 PM					

Section 4: Payment

Please provide the following information:

- I plan to lead the proposed club as a community volunteer
- I have secured outside funding from _____
- I am a member of the Somerville Public Schools staff and will be paid the afterschool instructional rate established by the Somerville Public Schools.
- I propose an **hourly rate** of \$ _____ to lead my enrichment club

If you are proposing a fee for your professional services, please note:

- Hourly rate ranges from \$0-\$40 and must be inclusive of planning, preparation and materials.
- The District does have a cap on provider fees; negotiation may be required.
- Rates exceeding \$40 must provide written rationale to be reviewed for approval. Please note that rates will be based on quality of curriculum, instructor experience and cost of supplies.

If selected as a provider, I understand that I must adhere to the following expectations:

- New organizations/providers must attend submit all the proposal, scope of service, and invoices by the dates indicated on the provider timeline
- Organizations/providers may be asked to attend professional development offered by Community Schools and or consult with the Student Services Coordinator if CS determines support and training would benefit the instructor. These trainings are normally held on a Tuesday, Wednesday or Thursday between 11:00am-1:30pm
- Have current First Aid and CPR certification
- Provide high quality, hands-on and engaging activities for youth that meet the targeted outcomes outlined in the Afterschool Provider Proposal including English Language Arts component and other 21st Century learning skills
- Arrive **on time**, prepared and ready to teach on all scheduled days. Being consistently tardy will affect whether the organization/provider will continue for consecutive sessions.
- Participate in and support the Community Schools quality and evaluation efforts
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Section 5: Facilitating contract (For VENDORS and NON-SPS Staff Only)

If your proposal is selected, you will be notified by email and will be required to submit the following information to become a contracted vendor:

- CORI** (Criminal Offenders Record Investigation) form with Photo ID. Individuals who do not have a cleared CORI cannot provide afterschool services to students in Somerville.
- W9** tax form so you can be added as a vendor to our system
- Insurance Coverage documentation if services are to exceed 4,999.99 per year

Please be advised of the following:

- Providers will be paid at the end of each session after all services are rendered and receipt of an invoice for services is provided to the Community Schools main office. Due dates for invoices are included on the **Activity Club Timeline**.
- Payment is contingent on the submission of all necessary paperwork. (W9, Insurance coverage form, letterhead invoice, and signed contract when applicable.) **Payment will not be issued unless all the above has been submitted.**
- Payment will only be issued for service rendered. Providers are not paid for holidays or cancelations due to snow or inclement weather.
- Once invoices are reviewed by Community Schools office, they are submitted to the Central Business Office for approval and then sent to the Auditing Department for payment. This procedure typically takes up to 3 weeks. All checks are mailed out on Fridays.
- Clubs may be cancelled due to low enrollment.

Provider Signature

Date

For Office Use Only

Activity Club Proposals must be reviewed by the Site Coordinator to ensure all sections including a comprehensive curriculum outline are completed and approved by the Somerville Community School Administration.

Assigned to _____
Site Coordinator and/or Site

Community Schools Administrator Signature

Date

Approved hourly rate _____ CORI _____ W9 _____ Insurance _____ Initials _____



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Appendix A Using the following format, please describe the proposed goals and activities for each week:

Week	Learning Goals – what knowledge, skills or attitudes do you expect students will learn about and/or develop?	Activities-please do not duplicate for each week
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		