



# Somerville Public Schools

Education • Inspiration • Excellence

Jennie McGoldrick, Administrator  
Rosanna Paribello, Assistant Administrator

## Community Schools

167 Holland Street Rm 132  
Somerville, MA 02144

[www.somerville.k12.ma.us/afterschool](http://www.somerville.k12.ma.us/afterschool)  
T 617-625-6600 x6970 • F 617-629-5512

### About the RFP (Request For Proposal) Process 2018-19

Community Schools (CS) will contract with approximately 30 community based organizations to provide supplemental programming for over 650 Somerville Pre-K-5 students district wide.

**The application deadline is June 29, 2018** and should be returned to **167 Holland Street Room 132 Somerville, MA 02144** or via email to [mclingan@k12.somerville.ma.us](mailto:mclingan@k12.somerville.ma.us).

The RFP Review will be held on **July 9, 2018**. 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

*All accepted applicants will be notified by August 1, 2018.*

The **Provider Information Session** will be scheduled on **Monday, June 25, 2018** for interested organizations and/or providers. *New providers must attend.* Community Schools staff will be available to answer questions and provide support on completing the RFP. The information session will be held at Community Schools Main Office, Room 132 between 11:00am-12:00pm. Contact Terry Greenberg at 617-625-6600 X6973 or [tgreenberg@k12.somerville.ma.us](mailto:tgreenberg@k12.somerville.ma.us) to RSVP.

### Program Responsibilities

Organizations/Providers who apply for the Community Schools program must commit their staff to participate fully in the requirements below. **Staff must be secured by August 31, 2018.**

1. New organizations/providers must attend the June 25<sup>th</sup> Provider Information Session
2. New organizations/providers must attend 4 hours of training (2-two hour sessions from 10:30am-12:30pm dates to be decided)
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 21<sup>st</sup> Century learning skills
5. Arrive on time, prepared and ready to teach on all scheduled days
6. Participate in and support the Community Schools quality and evaluation efforts



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## Afterschool Provider Proposal 2018-19

### 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 a returning organization/provider

*New organizations/providers must attend the June 25<sup>th</sup> information session*



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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 \_\_\_\_\_*

**Please complete the attached weekly curriculum outline (Appendix A)**



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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

### 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 24 – December 14, 2018
- Semester Two: January 2 – March 22, 2019
- Semester Three: March 25- June 7, 2019

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 (K-5 programming)

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.



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	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Block 1</b> 60 minute blocks 3:00-4:00 PM					
<b>Block 2</b> 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.

I understand that, if selected as an activity club provider I must:

- Attend the June 25<sup>th</sup> Provider Information Session (New organizations/providers)
- Attend the mandatory 4 hours of training dates TBD from 10:30am-12:30pm (New organizations/providers)
- Plan and participate in an end-of-session celebrations and/or family nights (dates to be determined by site)
- 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
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		