Request for Proposals (RFP)
19RFP020 – Phase II
Youth & Family Enrichment OST Programs

Date	Event
October 15, 2019	Advertise/Issue Date
October 24, 2019	Due Date for Questions by 2:00 pm
October 25, 2019	Questions and Answers Posted on AISD Website
November 12, 2019	**RFP closing / due date at 2:00 pm CST**

- Questions must be submitted via e-mail to the contact person listed below. The subject line should read: **Questions 19RFP020 Youth & Family Enrichment OST Programs.**

- Q & A and Addenda will be posted on the AISD website.

- Your proposal must be delivered in a sealed envelope or carton and received by the opening time and date listed**.**

- Submit:
    - One (1) hard copy, plainly marked "**Original**" – include 'required' forms
    - Three (3) hard copies, plainly marked "**Copy**" – do not include 'required' forms

- FAX, e-mail or other electronic proposals will not be accepted.

- Proposals must be plainly marked with the RFP Number and Title above.

Deliver Sealed Proposals to:
Austin ISD
Contract & Procurement Services
4000 S. IH-35 Frontage Road
Austin, Texas 78704

Bid Contact:
Jessica R. Balandrán
Procurement Specialist
Phone: 512-414-2126
jessica.balandran@austinisd.org

AUSTIN INDEPENDENT SCHOOL DISTRICT
Youth & Family Enrichment Out-of-School Time (OST) Programs
Request for Proposal (RFP) 19RFP020 – Due November 12, 2019 *(Phase II)*

I. PURPOSE

The Austin Independent School District (herein after referred to as "AISD" or the "District") is seeking proposals from qualified individuals/firms experienced in providing Youth & Family Enrichment Out of School Time (OST) Programs to add to our existing catalog of programs and providers.

OST programming refers to an array of safe, structured programs that provide children and youth from kindergarten through high school with a range of supervised activities intentionally designed to encourage learning and development outside of the typical school day. OST programs occur before and after school, on the weekends, during school holidays, and in the summer. Qualified individuals/firms include those experienced in providing enrichment classes or services on campuses in the following four areas: **Academic Assistance**, **Enrichment, Family Engagement, and College and Career Readiness** (see 'Attachment A: AISD Four Component Activity Guide').

This competitive solicitation is advertised under Texas Education Code 44.031.

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IMPORTANT NOTICE:
Firms previously approved under Youth & Family Enrichment OST RFPs
P16-034, **P17-041, 18RFP085 & 19RFP020 (***Phase I applicants***)**
should not and do not need to re-apply at this time.
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Any awards made under those previous solicitations will remain in effect
and unchanged, per the terms and conditions of those solicitations,
including any subsequent agreements that may have resulted.

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II. TIMELINE

To allow for maximum participation, this RFP **(19RFP020)** allows for two staggered opportunities for individuals/firms to submit proposals and be evaluated.

The Phase I and II deadlines to submit proposals are as follows:

~~**Phase I** **April 23, 2019**~~ for services beginning Fall 2019-2020 School Year.

Phase II **October 15, 2019** for services beginning Spring 2019-2020 School Year.

III.   TERM OF AGREEMENT

Agreement(s) resulting from this solicitation will be in effect for a term of five (5) years and shall start upon full execution of the agreement, but not before January 1, 2020. In addition, the District reserves the right to extend the contract beyond the final expiration date if necessary, to ensure no lapse in service.

IV.   COMPETITIVE RESPONSE REQUIREMENTS

A valid response to this competitive solicitation must contain the following:

1. **Application** – This is an AISD form, see 'Attachment C: Application YOUTH OST Programs' and/or 'Attachment D: Application ADULT OST Programs'.

2. **Proposal** – This is a separate document developed by the respondent, and organized in the following format and sequence:

    a. <u>**Preface**</u> – Proposal must include a summary of two (2) pages or less that gives a concise summation of the organization's proposal *(e.g. What services are you proposing to bring to campuses and how will those services enrich the lives of students and families in our district?)*

    b. <u>**Section I**</u> – **Summary of Experience** – This section must include the full name and address of the person submitting the proposal. It must also include a summary of vendor's professional experience and the professional experience of all individuals that will provide services described in this proposal and under the terms of any resulting service agreement.

    c. <u>**Section II**</u> – **Scope of Service** – This section must identify and include a detailed description of the services to be performed (see 'Scope of Service and Performance Requirements' section). Proposal must describe staff's ability to provide / perform / deliver services. Proposal should clearly state any exceptions to the specifications of the RFP, or any conditions of the proposal.

IV. COMPETITIVE RESPONSE REQUIREMENTS (con't)

d. **Section III** – **Financial Proposal** - This section must contain a straightforward and concise delineation of the Basis of Fee to be charged for each type of programming to be provided under the terms of this RFP. (e.g. hourly, weekly, semester, group, clinic, workshop, performance, show, residency, class, student, session, etc.).

Respondents should always indicate the standard rate of pay for services. If programming can be provided at a reduced cost/sliding scale basis, respondents should describe the parameters of this option separately.

NOTE: Incorporated within the Basis of Fee for each program type should be any administrative fees, printing/shipping charges, travel/meal expenses, professional development/certification costs, etc. The District will not reimburse for these items individually.

e. **Section IV** – **References** – This section must contain a minimum of **three (3) letters of reference** on behalf of the person submitting the proposal. References must be from schools, school districts, governmental entities and/or professional organizations and firms substantially serviced by the firm *(references most similar to organizations similar to AISD are preferred)*.

Each reference must contain point of contact's name, business address, email address, and a minimum of (2) working phone numbers where they can be reached. **Acceptable letters of reference must adequately address the following**:

General
1) How long have you done business with this vendor/firm?
2) What services or supplies did they provide?
3) Was the contracted work completed to your specifications?
4) Were the contract prices honored for the duration of the contract?
5) Were the services delivered within a reasonable amount of time and to your specifications/needs?
6) Did the vendor/firm maintain good communication throughout the contract?
7) Would you use this vendor/firm again?
8) Any additional comments?

IV. COMPETITIVE RESPONSE REQUIREMENTS (con't)

Contractor Capability

1. Talk about the vendor/firm's professional ability to fulfill their contract with you.
2. Did you see the vendor/firm's work or service in action? How would you describe the quality of service?
3. Were there any concerns or weaknesses with the vendor/firm that we should be aware of?

Program Plan

1. Talk about your overall experience with the program/service provided by vendor/firm.
2. What were the outcomes? How were these outcomes captured and assessed?
3. Were there any concerns or weaknesses with the program that we should be aware of?

Section V - Required Forms – This section must contain each of the required forms below. Forms must be executed by the organization's authorized representative. All forms are available on our website at: www.austinisd.org/cp/forms.

    i.   Bid Certification
   ii.   Notification of Criminal History of Contractor
  iii.   Debarment, Suspension and Ineligibility Certification
  iv.   CTPA Adoption Clause
   v.   Interlocal Cooperative Agreement Clause
  vi.   Software Vendor Certification *(only if proposing online curriculum)*
 vii.   W-9 (available at www.irs.gov))
viii.   EDGAR Vendor Certification
  ix.   Strategic Partner Profile
   x.   Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with House Bill 914, Chapter 176 of the Texas Local Government Code. The form should be submitted online on the CIQ web page.
  xi.   HUB No Goals – Statement of Responsibility (HUBATT 1F)

IV. COMPETITIVE RESPONSE REQUIREMENTS (con't)

Section VI - HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The Austin ISD HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses (HUB) in District-wide procurement. When AISD considers entering into a contract estimated at $50,000 or more, the HUB Program will determine whether subcontracting opportunities are applicable before publishing the solicitation.

All proposers are required to follow the HUB Compliance Guidelines and complete the "No Goals" – Statement of Responsibility. Please submit the completed "No Goals" Statement of Responsibility with your proposal. All HUB inquiries should be directed to the HUB Program Department at HUBprogram@austinisd.org.

Section VII – Vendor Insurance Guidelines – The following outlines the insurance requirements that are required for outside Vendors/Contractors, Instructors or Service Providers for Austin ISD. These guidelines will be in force throughout the duration of awarded agreements. Vendors will be required to have a valid Certificate of Insurance on file with the District at all times. Your insurance agent can assist you in meeting the requirements.

A. General Insurance Requirements:

1) The Vendor/Contractor shall, at a minimum, carry insurance in the types and amounts indicated below for the duration of the Contract and during any warranty period.

2) The Vendor/Contractor shall forward the ACORD form as proof of coverage, with the endorsements required below to AISD as verification of coverage.

3) The Vendor/Contractor shall not commence work until the required insurance is obtained and has been reviewed by AISD. Approval of insurance by the District shall not relieve or decrease the liability of Vendor/Contractor hereunder and shall not be construed to be a limitation of liability on the part of Vendor/Contractor.

4) The Vendor/Contractor must submit the ACORD certificate of insurance form for all subcontractors to the District prior to them commencing work on the project.

5) The Vendor/Contractor's and all Subcontractors' insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A.M. Best ratings of A-VII or better.

IV. COMPETITIVE RESPONSE REQUIREMENTS (con't)

A. General Insurance Requirements: (con't)

6) All policies shall be endorsed to provide Austin ISD as additional insured, waivers, and notices of cancellation endorsements with the following Certificate Holder Information: Austin Independent School District 1111 West 6th Street, Austin, Texas 78703

7) The "other" insurance clause shall not apply to the District where the District is an additional insured shown on any policy. It is intended that policies required in the Contract, covering both District and Vendor/Contractor, shall be considered primary coverage as applicable.

8) If insurance policies are not written for amounts specified below, Vendor/Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.

9) The insurance coverages specified below are required minimums and are not intended to limit the responsibility or liability of the Vendor/Contractor.

B. Specific Insurance Requirements:

1) Commercial General Liability Insurance Coverage: The minimum limit of **$1,000,000 per occurrence and $2,000,000 aggregate**. This policy shall cover injury to a participant.

    a. The policy should contain the following provisions:

       i. Waiver of Subrogation

       ii. Additional Insured in favor of Austin Independent School District

       iii. For vendors having direct contact with Austin ISD students without direct supervision by Austin ISD staff:

Sexual Molestation and Child Abuse (SAM) endorsement $100,000 minimum limit (coverage is applicable when students/children are inside and/or outside AISD property/facility)

IV.   COMPETITIVE RESPONSE REQUIREMENTS (con't)

2) **Professional Liability Insurance Coverage:**   At a minimum limit of $1,000,000 per claim, to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission arising out of the performance of professional services under this Agreement. If coverage is written on a claims made basis, the retroactive date shall be prior to or coincident with the date of the Contract and the certificate of insurance shall state that the coverage is claims made and indicate the retroactive date. This coverage shall be continuous and will be provided for 24 months following the completion of the contract.

3) **Worker's Compensation and Employer's Liability Insurance:**   Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are $500,000 bodily injury each accident, $500,000 bodily injury by disease policy limit and $500,000 bodily injury by disease each employee.

   a. The Vendor/Contractor's policy shall apply to the State of Texas and include these endorsements in favor of Austin Independent School District:

   i.   Waiver of Subrogation

If transporting Austin ISD students, the vendor must have Automobile Liability as follows:

Automobile Liability: Owned, Non-Owned, Hired or Rented with $1,000,000 Single Limit and Additional Insured in favor of Austin Independent School District.

V.   COMPETITIVE SELECTION

A. This is a NEGOTIATED and multi-award procurement. Awards will be made to firms submitting the best responsive proposals, satisfying AISD requirements, with price and other factors considered.

B. The evaluating committee may require any or all vendors to give an oral presentation or demonstration of their program, or to provide additional documentation to clarify or elaborate on their written proposal.

C. AISD reserves the right to reject any and/or all proposals. Acceptable proposals <u>do</u> <u>not</u> <u>guarantee</u> that awards will be made. Subject matter experts on the evaluation committee will recommend awards to firms presenting the best OST enrichment opportunities for students and families. If awarded, AISD does not guarantee any minimum amount of services or payments to vendors. Services are provided, as-requested, by campuses and/or departments.

V.   COMPETITIVE SELECTION (con't)

D. **YOUTH** program proposals will be evaluated using '**Attachment A**: Four Component Activity Guide', '**Attachment B**: AISD Afterschool and Parent Support Critical Success Factors', and **Attachment E**: Youth OST Scoring Rubric. Youth program scores will be determined by the points scale below; a score of 70 or higher is considered acceptable.

Criteria: YOUTH Programs	Maximum Points
Summary: History, goals and key achievements	**13**
Availability: Number of sites organization is able to serve/day, number of days organization can provide programming/week	**5**
Content proficiency	**13**
Alignment with TEKS	**5**
Ability to serve Limited English Proficiency LEP Students	**6**
Best practices in OST	**13**
Staff development	**5**
Staff education	**5**
Evaluation component	**5**
Curriculum and lesson plans	**13**
Screening procedure	**5**
References	**12**

V. COMPETITIVE SELECTION (con't)

E. **ADULT** program proposals will be evaluated using '**Attachment A**: Four Component Activity Guide', '**Attachment B**: AISD Afterschool and Parent Support Critical Success Factors', and Attachment F: Adult OST Scoring Rubric. ADULT program scores will be determined by the points scale below; a score of 70 or higher is considered acceptable.

Criteria: ADULT Programs	Maximum Points
Summary of History, Goals and Key Achievements	**25**
Program Evaluation	**15**
Availability (weekly, per semester)	**10**
Capacity to Serve Limited English Proficiency (LEP) Students	**10**
Curriculum & Lesson Plans	**20**
Staff Development Plan for 2019-2020 School Year	**5**
Staff Education	**5**
References	**10**

VI. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

A. AISD plans to provide OST activities and classes for youth at all grade levels any time school is not in session. This includes before and after school, summer recess, vacation days, and weekends, that:

1) Provide opportunities for academic enrichment, including providing tutorial services to help children, particularly students who attend low performing schools, to meet State and local student academic achievement standards in core academic subjects, such as reading, math, and science.

2) Offer students a broad array of additional services, programs and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, physical education and fitness programs, and technology education programs that are designed to reinforce and complement the regular academic program of participating students.

VI.   SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS (con't)

B. AISD plans to offer family and parental support services and activities that support and help to increase the participation of parents in the students' educational experience. Services may include:

   3) Adult literacy, ESL, technology, job training, health and wellness, parenting, and/or parent-child learning opportunities

C. AISD envisions a system of OST programs that are coordinated and aligned with the Texas Essential Knowledge and Skills and the AISD Curriculum Roadmap. AISD OST programs must provide opportunities for academic improvement that include the provision of instructional services to help students meet state and local standards. Students enrolled in the OST programs should experience the activities as different, but connected to the school day.

D. Respondents should provide high quality and clearly articulated expectations for students' development and achievement. Programs will focus on measureable outcomes related to school success and youth development, which may include some of the following Critical Success Factors:

   - Improved academic achievement
   - Improved school day attendance
   - Improved behavior
   - Improved graduation rates
   - Improved promotion rates

   (see "Attachment B" for chart of Afterschool and Parent Support Critical Success Factors)

E. Respondents should demonstrate that the proposed program is based on research showing that effective (OST) programs are those that are based on identified student and family needs, aligned to school-day activities, adapt instruction to individual and small group needs, provide engaging learning experiences, maximize student participation and attendance, and use assessments of program performance to improve program quality. Such high quality OST programs are an integral part of the pipeline to graduation and college success. All of the proposed services and activities should be designed based on research about what works in OST programs – primarily research from the Department of Education's "What Works" Clearing House publication *Structuring Out-of-School Time to Improve Academic Achievement* and research about family engagement from the Harvard Family Research Project. AISD uses an evidence-based assessment tool developed by the Weikart Center for Youth Program Quality (YPQ) and trains all afterschool staff and contractors on best practices for activity development and implementation.

VI.   SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS (con't)

Respondents should participate in the YPQ initiative by agreeing to assessments and trainings offered by AISD. In addition, all of the proposed project's family engagement activities are based on the national parent involvement standards established by the National PTA, including: 1) regular, two-way, meaningful, communication between home and school; 2) promotion and support of parenting skills; 3) active parent participation in student leaning; 4) parents as welcome volunteer partners in schools, 5) parents as full partners in school decisions that affect children and families, and 5) outreach to community resources. AISD will take a coordinated approach to engaging families so that those most in need will have multiple points of entry into the continuum of services available through this program.

F. Respondents are expected to supply instructors, curriculum, unit and lesson plans, materials and supplies for the proposed activities. **AISD generally pays between $60 and $75 per hour** depending on the number of instructors provided and the cost of materials.

G. Respondents should demonstrate their capacity to serve English Language Learners (ELL) students in the district. Currently, 27% of AISD students are classified as ELLs.

VII.   PROPOSAL SUBMITTAL

1. **PREPARE PROPOSAL PACKET** to include ONE **(1) ORIGINAL** and THREE **(3) COPIES** of the complete proposal document, with all required forms and any related attachments.

2. **BIND ALL SETS** individually and in a manner that ensures the completeness and integrity of each proposal packet. Binder clips, rubber bands, comb binding etc. are acceptable - - DO NOT STAPLE OR USE PAPER CLIPS.

3. **LABEL ALL SETS** so as to be clearly marked with "Original" or "Copy."

4. **INSERT ALL DOCUMENTS** into a sealed, plainly marked envelope and address to:

    Austin ISD Contract and Procurement Services
    4000 S. IH-35 Frontage Road
    Austin, Texas 78704
    Re: 19RFP020 Youth & Family Enrichment OST Programs – Phase II
    Attn: Jessica R. Balandrán

5. **SUBMIT PROPOSAL BY <u>2:00 PM</u> ON <u>November 12, 2019</u>**. Proposals may be submitted by postal carrier, delivery service or hand-delivery. All proposals will be date/time stamped on receipt, **<u>no late entries will be accepted</u>**.

VIII. OTHER TERMS AND CONDITIONS

There are multiple steps AISD and vendors must complete to award and execute agreements issued under this RFP. Important information and general action steps pertaining to the post-RFP/post-award process is included below.

- Any contract resulting from this solicitation is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the AISD Board of Trustees or otherwise not made available to the District.

- The District reserves the right to terminate all or any part of the undelivered portion any order resulting from this solicitation with thirty (30) days written notice; upon default by the vendor, for delay or non-performance by the Vendor, or, if it is deemed in the best interest of the District, for convenience.

- Recommended vendors will receive a formal Letter of Award and District-wide Service Agreement for electronic signature via email, using the Docusign electronic routing system. Once complete, vendors will receive a fully-executed copy of the service agreement via email. Non-awarded vendors will receive a formal "Notice of Non-Award" via email. **NOTE:** A sample service agreement included on our Forms web page for reference only. DO NOT complete or return sample agreement with proposal response.

- Upon receipt of the executed service agreement, vendors must register for the **District Youth Services Mapping (YSM) system** at the following web link: YSM PORTAL. An executed copy of the service agreement must be uploaded into the system. Under no circumstance should services be rendered to the campus without the completion of the YSM profile. For assistance with the YSM portal, please contact the Office of Innovation and Development at (512) 414-0304.

- Awarded vendors will be added to the list of acceptable providers for OST programming. This list is made available district-wide to all AISD campuses and departments seeking OST programming.

- Upon approval of Requisitions, vendors will receive a Purchase Order (PO) for services that have been scheduled with individual campuses. **Under no circumstance should vendors begin services to a campus without a valid PO in-hand**. **NOTE:** AISD is not responsible for payment for unauthorized services rendered in advance of a valid PO being issued.

ATTACHMENT A: AISD Four Component Activity Guide

Academic Assistance	Enrichment	Family Engagement	College and Career
Services and activities that support all educational areas as needed to promote student achievement and success in their school experiences. Programs should create exciting intrinsic motivation to sustain constant student participation.	Services and activities that provide positive social, cultural, recreational, interpersonal skills and experiences to enrich and expand students' understanding of life and involvement in the community.	Services and activities that support and help to increase the participation of parents in the students' educational experience.	Services and activities that promote workforce awareness, job and/or college readiness, skills training, preparation for the workforce and assistance in the attainment of employment and/or funding for college.
Academic skills Academic Student Clubs Accelerated and remedial education activities Computer literacy Computer Science Creative writing Credit Recovery Support activity Critical Thinking Skills Educational Field Trips Essay writing Forensics Homework check/completion Engineering activities Expanded Library services Homework clubs Language (ESL LEP) Literacy programs Math activities Natural Science Note taking skills Number Sense activities Peer tutoring Poetry Writing Workshops Portfolios Problem solving skills Reading program/clubs Reading Workshops Remedial activities Robotics School related planning Science activities Service learning projects Social studies activities Speech/Debate Spelling Bee activities Study skills activities TAKS preparation Technology activities Telecommunications Test taking skills Tutoring Typing Writing Workshops	Arts & crafts activities Bullying/anti-bullying Character building Clubs Community service projects Computer games / enrich technology Conflict resolution Cooking classes Counseling/guidance Creative arts Dance/drama/music clubs Engineering activities Fashion show First aid/CPR classes Fitness Games (physical/outdoors) Gang awareness Goal setting Graffiti clean-up Health Issues Leadership training Life skills Martial arts/self defense Mentoring Motivational activities Music Nature walks/picnics Nutrition/eating habits Peer mediation Pregnancy/parenting awareness Problem solving skills Recreational activities Red ribbon week activities Relationship skills Safety awareness Sign language training Sports activities Student clubs & meetings Teen parent groups	Adult education Assist with application for employment College awareness College financial aid Computer literacy Employment fair Employment skills training Family counseling/supportive guidance Family literacy programs Financial Education Household budgeting/banking Mailing Meeting PAPA (teen parents) Parenting education (pregnant/parenting teens) Parent employment resources Parent orientations Parent support group Parent surveys Parent transportation Parent volunteers Parent/family events & activities Parent/student TAKS nights Parenting/life skills classes Phone calls to parents PTA/PTO night Relationship building with child	Baby Sitter/CPR certification Business environment Career clubs Career counseling Career days Career development activities Career exploration Career fairs Career field trips College admissions assistance College awareness-prep College career goals College course enrollment College days/events/fairs College entrance exams College financial aid assistance College life prep College needs assessment College professor meeting College test application College test prep College tours/field trips Computer literacy Concurrent enrollment Critical Thinking Skills Scholarship application Scholarship information Engineering activities FAFSA Financial planning Internships Dress for success Dual credit Entrepreneurial activities Goal setting Job placement Job recruitment Job referral Mock interviews Resume assistance School to careers activities Time management skills training Vocational training

ATTACHMENT B: AISD Afterschool and Parent Support Critical Success Factors

OUTCOMES: Improve Academic Performance, Improve Attendance, Improve Behavior, Increase Promotion Rates, Increase Graduation Rates			
Critical Success Factor #1: **Student and Family Engagement**	Students and families actively participating and engaged in learning Students and families displaying leadership roles, volunteering to participate and lead activities	Increased student and family attendance in afterschool programs Students mentoring other students Students and families facilitating activities <u>Measurement Tool</u> Instructor surveys/self-assessment Principal/Project Director survey Observation/on-site visit	Utilize innovative instructional techniques for academic and enrichment activities based on research and best practices	Curriculum/Lesson Plans
Critical Success Factor #2: **School Involvement**	Students increased sense of involvement in school	Number of students participating in extracurricular activities Increased number of mentors <u>Measurement Tool</u> Student/Family surveys Teacher surveys	Provide adult advocates, based on student need and in accordance with best practices	Number of meetings with students Number of contacts made with families, teachers, school day staff
Critical Success Factor #3: **Assessment Data**	Use of assessment data to revise/reevaluate student services	Changes in student activities following re-assessment <u>Measurement Tool</u> Document analysis of program files Observation/on-site visits	Conduct ongoing/continuous assessment to determine need and improve targeted services	Methods of assessment: pre/ post-tests, needs assessments, case plans, etc.
Critical Success Factor #4: **Professional Development Impact**	Implementation of strategies learned through training Noticeable difference in educational instruction (teaching methods)	Changes in methods of instruction based on training Measurement Tool Self-assessments Supervisor assessments	Provide all required training opportunities for staff development	Number of trainings Schedule of trainings Staff sign-in sheets Participant surveys

ATTACHMENT C: APPLICATION YOUTH OST PROGRAMS

Complete a Separate Application Form for each Activity Type Selected on Page 2						
Name of Organization:				Contact Name:		
Street Address:				Primary Phone:		
City:	State:	Zip:		Primary Email:		
Area of Interest or Activity Type:				Number of Youth Served per Class:		
Basis of Fee for Programming:				Does your Organization Utilize Volunteers?	YES	NO
Staff-to-Youth Ratio:				Does your Organization Utilize YPQ?	YES	NO

1. Provide a brief summary of your organization's history, goals, and key achievements, including why the organization was established, your recent activities and accomplishments.

2.A. How many campus sites is your organization able to serve per day?

2.B. How many days per week can your organization provide programming?

ATTACHMENT C: APPLICATION OST PROGRAMS

3. Select the Activity Type(s) your organization will provide. How will the organization's activities increase proficiency in those related content areas? (select all that apply)	
	Academic Assistance
	Enrichment
	Family Engagement
	College & Career Readiness

ATTACHMENT C: APPLICATION OST PROGRAMS

4. How are organization's activities aligned with the Texas Essential Knowledge and Skills (TEKS)?

5. What is your organization's capacity to serve Limited English Proficiency (LEP) Students?

6. How will your organization's activities demonstrate best practices in OST activities?

ATTACHMENT C: APPLICATION OST PROGRAMS

7. Describe your organization's staff development plan for the 2019-2020 SY including topics.

8. State your organization's minimum staff education/experience requirements.

9. How will your organization evaluate the effectiveness of the proposed activities?

ATTACHMENT C: APPLICATION OST PROGRAMS

10. Does your organization have established curriculum and lesson plans?
   Include a SAMPLE unit plan and complementary lessons with your proposal.

11. Describe organization's process for screening employees and volunteers
   (e.g., background check, fingerprinting).

ATTACHMENT D: APPLICATION ADULT OUT-OF-SCHOOL (OST) PROGRAMS

Complete a Separate Form for each Area of Interest or Activity Type	
Organization Name:	Primary Contact Name:
Organization Address:	Primary Contact Phone:
Organization Website/URL:	Primary Contact Email Address:
Proposed Program or Activity Type:	Basis of Fee/Rate of Pay:
Number of Adults Served per Class:	Staff-to-Adult Ratio:
Does Your Organization Utilize Volunteers? If YES, explain in detail:	

A. Provide a detailed summary of your organization's history, goals, and key achievements, including why the organization was established, your recent activities and accomplishments.

ATTACHMENT D: APPLICATION ADULT OUT-OF-SCHOOL (OST) PROGRAMS

B. How many sites/campuses is your organization able to serve during a semester?
C. How many days per week is your organization able to serve during a semester?
D. How will your organization's activities help to increase the participation of adults in their student's educational experience?
E. What is your organization's capacity to serve Limited English Proficiency (LEP) populations? Explain, in detail.

ATTACHMENT D: APPLICATION ADULT OUT-OF-SCHOOL (OST) PROGRAMS

F. What curriculum will be utilized in the parent program? If an established curriculum is not available, please attach an sample lesson plan.

G. Describe your organization's staff development plan for 2019-2020 school year, including training topics.

H. State your organization's minimum staff education/experience requirements.

![Austin Independent School District — Department of Historically Underutilized Business logo]

19RFP020 Youth & Family Enrichment OST Programming – (Phase II)
"NO GOALS" - Statement of Responsibility

HUB Program Requirement

Austin Independent School District (AISD) has determined that this solicitation is not eligible for goals as outline in the CH (Policy) *Applicability*. No Goals are appropriate for this project. While no goals have been established for this project, the Bidder/Proposer is required to comply with AISD HUB Program guidelines.

Submission of this signed form, with your proposal, is a HUB Program requirement for responsiveness.

Contact the HUB Program Department, HUBProgram@austinisd.org, for further assistance if needed.

Evidence of your signature below, affirms that accepting this contract assignment requires compliance with the AISD HUB Program Policy & Guidelines. This signed Statement of Responsibility will become a part of your contract with AISD.

_____
Firm Name

_____
Name & Title of Authorized Representative

_____   _____
Signature   Date

ATTACHMENT E: Youth OST Scoring Rubric

Category	Below Expectation	Approaching Expectation	Meeting Expectation	Exceeding Expectation
Summary: *History, goals, and key achievements* **(13 pts.)**	Little to no details of scope of services or evidence that program meets the needs of the students or project <u>Points: 0-3</u>	Some details of the scope of services or evidence that program meets the needs of the students or project <u>Points: 4-7</u>	Detailed scope of services and evidence that program meets the needs of the students or project <u>Points: 8-11</u>	Very detailed scope of services and evidence that program meets the needs of the students or project <u>Points: 12-13</u>
Availability: *# of sites able to serve, # days of week* **(5 pts.)**	Little to no availability <u>Possible Points: 0-1</u>	Some availability <u>Possible Points: 2</u>	Sufficient availability <u>Possible Points: 3-4</u>	Extensive availability <u>Possible Points: 5</u>
Content Proficiency: *Academic assistance, enrichment, family engagement, college & career readiness* **(13 pts.)**	Little to no evidence of increasing proficiency in selected areas <u>Possible Points: 0-3</u>	Some evidence of increasing proficiency in selected areas <u>Possible Points: 4-7</u>	Clear evidence of increasing proficiency in selected areas <u>Possible Points: 8-11</u>	Extensive evidence of increasing proficiency in selected areas <u>Possible Points: 12-13</u>
Alignment with TEKS: **(5 pts.)**	Little to no alignment <u>Possible Points: 0-1</u>	Some alignment <u>Possible Points: 2</u>	Sufficient alignment <u>Possible Points: 3-4</u>	Extensive alignment <u>Possible Points: 5</u>
Ability to Serve LEP Students: **(6 pts.)**	Little to no ability <u>Possible Points: 0-1</u>	Some ability <u>Possible Points: 2-3</u>	Sufficient ability <u>Possible Points: 4-5</u>	Extensive ability <u>Possible Points: 6</u>
Best Practices in OST: *may include knowledge of curriculum, lesson plans, TEKS, etc.* **(13 pts.)**	Little to no evidence of best practices in the field <u>Possible Points: 0-3</u>	Some evidence of best practices in the field <u>Possible Points: 4-7</u>	Clear evidence of best practices in the field <u>Possible Points: 8-11</u>	Extensive evidence of best practices in the field <u>Possible Points: 12-13</u>

ATTACHMENT E: Youth OST Scoring Rubric

Category	Below Expectation	Approaching Expectation	Meeting Expectation	Exceeding Expectation
Staff Development: (5 pts.)	Little to no evidence of staff development plan <u>Possible Points: 0-1</u>	Some evidence of staff development plan <u>Possible Points: 2</u>	Clear evidence of staff development plan <u>Possible Points: 3-4</u>	Extensive evidence of staff development plan <u>Possible Points: 5</u>
Staff Education: (5 pts.)	Little to no applicable qualifications <u>Possible Points: 0-1</u>	Some applicable qualifications <u>Possible Points: 2</u>	Clear applicable qualifications <u>Possible Points: 3-4</u>	Extensive applicable qualifications <u>Possible Points: 5</u>
Evaluation Component: (5 pts.)	Little or no evidence of program evaluation/reflective practice <u>Possible Points: 0-1</u>	Some evidence of program evaluation/ reflective practice <u>Possible Points: 2</u>	Clear evidence of program evaluation/ reflective practice <u>Possible Points: 3-4</u>	Extensive evidence of program evaluation/ reflective practice <u>Possible Points: 5</u>
Curriculum and Lesson Plans: (13 pts.)	Very weak quality or no examples included <u>Possible Points: 0-3</u>	Somewhat weak quality <u>Possible Points: 4-7</u>	Good quality <u>Possible Points: 8-11</u>	Excellent quality <u>Possible Points: 12-13</u>
Screening Procedure: (5 pts.)	Little or no evidence of screening procedure <u>Possible Points: 0-1</u>	Some evidence of screening procedure <u>Possible Points: 2</u>	Clear evidence of screening procedure <u>Possible Points: 3-4</u>	Extensive evidence of screening procedure <u>Possible Points: 5</u>
References: (12 pts.)	Very weak recommendation of program/ recommendation from source of little credibility <u>Points: 0-3</u>	Somewhat weak recommendation of program/ recommendation from source of some credibility <u>Points: 4-7</u>	Good recommendation of program from reputable source <u>Points: 8-10</u>	Excellent recommendation of program from very reputable source <u>Points: 11-12</u>
GRAND TOTAL – All Criteria *(Max: 100 points)*				

ATTACHMENT F: ADULT OST Program Scoring Rubric

Category	Below Expectation	Approaching Expectation	Meeting Expectation	Exceeding Expectation
Summary: *History, goals, and key achievements* **(25 pts.)**	Little to no details of scope of services or evidence that program meets the intended objectives Points: 0-5	Some details of the scope of services or evidence that program meets the intended objectives Points: 6-14	Detailed scope of services and evidence that program meets the intended objectives Points: 15-21	Very detailed scope of services and evidence that program meets the intended objectives Points: 22-25
Program Evaluation: *Evidence that organizational activities will increase adult participation in students' educational experience* **(15 pts.)**	Weak quality of evidence that organizational activities will increase adult participation in students' educational experience Possible Points: 0-5	Fair quality of evidence that organizational activities will increase adult participation in students' educational experience Possible Points: 6-14	Good quality of evidence that organizational activities will increase adult participation in students' educational experience Possible Points: 15-21	Excellent quality of evidence that organizational activities will increase adult participation in students' educational experience Possible Points: 22-25
Availability: *# of days able to serve per week, and # of sites able to serve per semester* **(10 pts.)**	Little demonstrated availability to serve campuses Possible Points: 0-1	Some demonstrated availability to serve campuses Possible Points: 2-4	Sufficient demonstrated availability to serve campuses Possible Points: 5-9	Extensive demonstrated availability to serve campuses Possible Points: 10
Ability to Serve LEP Students: *LEP = Limited English Proficient* **(10 pts.)**	No demonstrated ability to serve LEP students Possible Points: 0	Some demonstrated ability to serve LEP students Possible Points: 1-5	Sufficient demonstrated ability to serve LEP students Possible Points: 6-12	Extensive demonstrated ability to serve LEP students Possible Points: 13-15
Curriculum & Lesson Plans (20 pts.)	Weak quality, no established curriculum or no sample lesson plans included Possible Points: 0-5	Fair quality, has established curriculum, may/may not include sample lesson plans Possible Points: 6-14	Good quality, has established curriculum, includes sample lesson plans Possible Points: 15-21	Excellent quality, has established curriculum, includes sample lesson plans Possible Points: 22-25

ATTACHMENT F: ADULT OST Program Scoring Rubric

Category	Below Expectation	Approaching Expectation	Meeting Expectation	Exceeding Expectation
Staff Development Plan: (5 pts.)	Little to no evidence of staff development plan or training topics Possible Points: 0-1	Some evidence of staff development plan and training topics Possible Points: 2	Clear evidence of staff development plan and training topics Possible Points: 3-4	Extensive evidence of staff development plan and training topics Possible Points: 5
Staff Education: (5 pts.)	Little to no applicable qualifications and experience Possible Points: 0-1	Some applicable qualifications and experience Possible Points: 2-4	Clear applicable qualifications and experience Possible Points: 5-9	Extensive applicable qualifications and experience Possible Points: 10
References: (10 pts.)	Very weak or no recommendation of program/ recommendation from source of little credibility Points: 0-1	Somewhat weak recommendation of program/ recommendation from source of some credibility Points: 2-3	Good recommendation of program from reputable source Points: 4-8	Excellent recommendation of program from very reputable source Points: 9-10
GRAND TOTAL – All Criteria *(Max: 100 points)*				