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SAMPLE

## PITTSBURGH ENRICHMENT RFP

For more information on the importance of a rigorous enrichment provider selection process and tips for doing it effectively, review [Pittsburgh Summer Enrichment Selection Guidance](#).

Pittsburgh Public Schools selects enrichment providers through a rigorous application and review process. The Pittsburgh Enrichment RFP is for partner organizations applying to implement enrichment programming in partnership with the district. The RFP includes program information and expectations for enrichment providers as well as guidelines for application and submission, including evaluation criteria for proposal review and contract terms and conditions.



**The School District of Pittsburgh  
(Pittsburgh, PA)**

***Request for Proposal***

**Partner Organizations to Implement  
Afternoon Enrichment Activity Programming  
for the Summer Dreamers Academy – Summer 2015**

*\*Pending funding and Board approval.  
Program details outlined in this RFP are subject to change.*

**ISSUED:** Friday, October 31, 2014

**SUBMISSIONS DUE:** Friday, December 5, 2014, 5 pm

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

Dear Prospective Activity Provider,

The Summer Dreamers Academy is a no-cost summer learning camp serving Pittsburgh Public Schools students who have completed Kindergarten through 7<sup>th</sup> grade. We are pleased to be able to offer the program again, for a sixth time, in summer 2015!

The four program goals of The Summer Dreamers Academy are to:

1. Minimize or stop the effects of summer learning loss for participating youth.
2. Prepare students academically and socially so that they are equipped with the knowledge and skills necessary to successfully begin the next school year.
3. Encourage a passion for learning and exploration that is a driving factor for future academic success.
4. Motivate youth to persist in the face of challenges with the knowledge that hard work and effort will yield success.

Every camper at Summer Dreamers participates in morning academic classes, led by certified, experienced Pittsburgh Public Schools teachers. In the afternoon, campers have the opportunity to extend their learning outside of the traditional classroom setting to explore up to two unique enrichment activities of their choice. Past offerings have included physical activities (judo, golf, biking, swimming, etc.), STEM programming (hands-on science, video game design), creative and performing arts (playwriting, dance, instrumental music, ceramics, etc.), and more!

We rely on contracted partners to facilitate this creative, dynamic programming, and we are currently seeking high quality organizations and individuals to work with our campers for this coming summer. **As we aim to provide a variety of program options, we anticipate selecting multiple providers.**

I encourage you to read the details of this Request for Proposal carefully, and consider submitting a proposal to implement an activity at the 2015 Summer Dreamers Academy. **Proposals are due no later than Friday, December 5, 2014 at 5:00 PM, and detailed submission requirements are included on subsequent pages of this Request for Proposal.**

Project Manager, Pittsburgh Public Schools

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Table of Contents

<b>Section</b>	<b>Page</b>
1. General Information	4
2. Scope of Services	7
3. Detailed Proposal Requirements	13
4. Evaluation Criteria	21
5. General Terms and Conditions	21
<b>Appendices</b>	<b>Page</b>
A. Pittsburgh Public Schools District Goals, Mission, Vision & Beliefs	27
B. Summer Dreamers Academy Logic Model	29
C. Background Information Related to Cities of Learning and Digital Badging	30
D. Research and Resources Regarding Summer Learning Loss	31
E. Information on Allegheny Partners for Out of School Time (APOST)	31
F. Pennsylvania Statewide Afterschool Youth Development Network (PSAYDN) Program Quality Value Statement	32
G. Media Coverage of the Summer Dreamers Academy	33
H. Enrollment and Attendance Figures from 2014	34
I. 2014 Staff Feedback	36
J. Summer 2014 Key Partners	38
K. Preliminary 2015 Program Plans	40
L. Submission Checklist	41

## **Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**

### **Section 1: General Information**

#### **Introduction**

The Pittsburgh Public Schools (herein referred to as “the District”) seeks proposals demonstrating outstanding commitment to student engagement and interest through providing students with a unique learning opportunity during the 2015 Summer Dreamers Academy.

The camp will include 27 full days of programming, operating from Monday, June 29, 2015 through Wednesday, August 5, 2015, with no program on Friday, July 3, 2015.

Proposals are solicited which demonstrate the capacity to plan and implement student-centered summer programming for unique, fun, exciting, and educational activities.

There are several different opportunities to partner with the 2015 Summer Dreamers Academy. All proposers are asked to consider their interests, strengths, and skills, and to propose programming that will be engaging for children.

As part of the national Cities of Learning movement and the local Remake Learning initiative, Summer Dreamers is exploring opportunities for campers to earn digital badges to document their learning in afternoon enrichment activities. Background information regarding this work is included in Appendix C, and additional information related to goals and plans for implementation at Summer Dreamers will be shared with contracted partners as details are finalized.

#### **Contact**

Any questions regarding this RFP should be addressed to the Project Manager on the Pittsburgh Public Schools Summer Dreamers Academy team.

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Sample Daily Schedule for the 2015 Summer Dreamers Academy

Time	Activity
8:30 – 8:45	Arrival & Breakfast
8:45 – 9:10	All Camp Meeting
9:10 – 9:15	Transition to Academic Block #1
9:15 – 10:45	Academic Block #1 English Language Arts (ELA) or Math
10:45 – 10:50	Transition to Academic Block #2
10:50 – 12:20	Academic Block #2 English Language Arts (ELA) or Math
12:20 – 1:15	Transition to Lunch & Recess Lunch & Recess Transition to Activity Block #1
1:15 – 2:30	Activity Block #1
2:30 – 2:35	Transition to Activity Block #2
2:35 – 3:50	Activity Block #2
3:50 – 4:00	Dismissal

OR
----

Double Block Activity May be on-site or off-site.
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Each camper will have 180 total minutes of academic enrichment and 150 or 155 total minutes of activities in a typical day. Special events such as book fairs, visits from the Carnegie Library, and trips to the Promise Store will also take place in the mornings during camp!

All campers will participate in two 90-minute academic blocks and two 75-minute activity blocks daily. Activities providers will submit proposals to run either 75-minute or 155-minute activities with campers.

Providers wishing to run “single block” activities will serve two different groups of campers daily, for 75 minutes each.

Providers wishing to run “double block” activities will serve one group of campers for the entire afternoon, either on-site or off-site.

Tentative locations are Pittsburgh Faison (7430 Tioga Street), Pittsburgh Langley (2940 Sheraden Boulevard), and Pittsburgh South Hills (595 Crane Avenue). *Note – these locations are subject to change.*

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Timetable/Response Submittal

Proposals will be accepted through Friday, December 5, 2014 at 5 pm. 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	Friday, October 31, 2014
Pre-Bid Conference	Thursday, November 13, 2014 at 10 am PPS Administration Building, 341 S. Bellefield Ave, Conference Room A
<b>Proposals Submitted</b>	<b>Friday, December 5, 2014</b>
Interviews (if needed)	Target Date – Week of January 12, 2015
Official Vote by the Board of Directors	Wednesday, February 25, 2015
Providers Notified	Friday, February 27, 2015
Provider Contracts Signed	Friday, March 20, 2015

Upon release of this RFP and until the conclusion of the selection process, there shall be no communication between any prospective respondents and/or their lobbyist(s) or agent(s) with any staff of the District, or any elected representatives or other appointed official of the District and/or their staff, **except as provided for in this RFP**. Any violation of this provision by any prospective organization and/or its agent(s) shall be grounds for immediate disqualification of the application.

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Section 2: Scope of Services

#### Who May Apply

Eligible proposers include any organization or individual with the capacity to inspire and engage children in fun and exciting activities that are also educational. Proposers may be non-profit or for-profit. Previous experience working with children is desired.

#### Contract and Option Periods

The term of the contract shall be active on or about March 23, 2015 until on or about August 31, 2015 with an option for renewal for the summer of 2016 pending an evaluation and funding.

#### Attendance Clause

Because we are all stakeholders in making sure that campers are engaged and attend camp regularly, providers are expected to actively promote program enrollment and attendance. Further, contracts will include a tiered enrollment and attendance clause for payment. Organizations wishing to partner with the District should keep these clauses in mind and budget for and plan programming accordingly.

- Providers with less than 75% *enrollment* (based on the number of campers contracted to serve) will be able to invoice up to 90% of the total “not to exceed” contracted amount.
- Providers with *average daily attendance* less than 75% (based on the number of campers contracted to serve) will be able to invoice up to 85% of the total “not to exceed” contracted amount.
- Providers with *average daily attendance* less than 50% (based on the number of campers contracted to serve) will be able to invoice up to 75% of the total “not to exceed” contracted amount.
- Providers who *can demonstrate evidence of meeting specific requirements for activities related to recruitment and retention* (e.g. attending Summer Dreamers Night Out to meet families of enrolled campers, preparing an introductory letter welcoming enrolled campers, drafting weekly parent newsletters providing program updates, making phone calls to families of children who have missed days, etc.) will be able to invoice for the full “not to exceed” contracted amount. Specific details related to these requirements will be shared with contracted providers at the first provider meeting, and the final decision as to if the requirements have been met will rest with the District.

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



## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Program Timeline

Providers are expected to actively participate in camper enrollment and recruitment leading up to camp (March – May), attend periodic pre-camp planning meetings (March – June), and assist with pre-camp outreach to families of campers enrolled in their program(s) (May – June).

### Site Logistics

Proposers may opt to be on-site or off-site providers, as described below:

**On-Site Providers:** On-site providers are organizations that provide services at the location where campers will be participating in the morning academic portion of the camp. These locations will most likely be the school buildings listed in Section 1. On-site providers will be required to attend a site visit in the spring to ensure that the space meets the requirements as detailed in the proposal. On-site providers will need to detail any special facilities requirements (e.g. gym space, a room with sinks, etc.) and transportation requirements for special events such as field trips, if applicable.

**Off-Site Providers:** Off-site providers are organizations that provide services at a location different than the site where campers will be participating in the morning academic portion of the camp. The District reserves the right to conduct initial inspections of all sites of off-site providers at any time before contracts are signed. In addition, the District reserves the right to inspect sites throughout the term of the contract. Off-site providers will need to detail transportation requirements and a plan for meeting these requirements. **The District will not provide transportation to off-site locations.**

Please be as detailed as possible in describing the space, materials, and transportation that will be required for the activity/activities being proposed, including outlining associated costs in the budget and budget narrative (see Section 3 for more information).

## **Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**

### **Mandatory Staffing Requirements**

The District requires a maximum ratio of 20 campers to one adult for the duration of the camp. The District plans to hire at least one (1) highly qualified “Activities Teacher” to work with each contracted provider for the duration of camp, based on available funding. Additionally, based on available funding, the District plans to provide “Camp Coordinators” to assist with implementing programming. Camp Coordinators will be assigned to activities based on the number of children enrolled, to lower the camper to adult ratio, and may be re-assigned based on program attendance.

The District reserves the right to require the proposer to provide additional training and/or staff which, in the judgment of the District, is necessary in order for a camper to safely complete the camp, after notice to the provider.

The District also reserves the right to require the proposer’s program staff to attend up to seven (7) hours of pre-camp training sessions focused on classroom management, behavior management, and roles and responsibilities for provider staff and District employees. Training sessions will take place during the week of June 22.

During camp, afternoon activity program staff shall report to their assigned camp site no later than 12:15 pm each day, and shall remain on-site until 4:15 pm each day. Provider staff may be asked to assist with some camp site logistics such as supporting the transition of campers after lunch/recess and between activities, and organizing campers in preparation for dismissal.

In addition to the hiring of Activities Teachers and Camp Coordinators mentioned above, the District also plans to hire one (1) highly qualified “Activities Specialist” and up to two (2) highly qualified “Curriculum Coaches” as part of the Camp Leadership Team at each camp site. Providers will be required to work with their Activities Specialist(s) prior to the start of camp to coordinate program logistics, and with their Curriculum Coach(es) to further develop plans related to the connected writing project (more information about the connected writing project is included in Section 3).

Each camp site Leadership Team will also be comprised of one (1) Camp Director, one (1) behavior specialist (known as the “DREAM coach”), and two (2) Camp Operations Managers. While the site based Activities Specialist is the main point of contact for providers and program staff during camp, other leadership team members will have relevant information to share with activities staff before and during camp (e.g. site procedures, the camp behavior management strategies, attendance initiatives, etc.).

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Size and Scope of Summer Camp Activities

The final size and scope of individual provider services will be negotiated between the District and the selected providers based upon the funds available, specific activities proposed, camper demand, available staffing, transportation, timelines, and any other Federal, State, or local restrictions that may apply.

### Required Deliverables and Meetings

Providers shall adhere to the following throughout the duration of the contract period (starting on or about March 23, 2014) between the provider and the District:

- 1. Provider Status Reports (known as “Weekly Updates”):** Contracted providers shall submit monthly memos in April and May of 2015 that include a description of the progress of work to date related to preparing for programming at the Summer Dreamers Academy, and a plan of action for the upcoming month. From June 5 through August 7, 2015, weekly update memos shall be submitted for progress monitoring. A template will be provided by the District, and all memos shall be submitted via e-mail.
- 2. District Meetings:** Contracted providers shall be prepared to report detailed status updates during periodic meetings with District staff. Such meetings are an opportunity for the District and contracted providers to share timely information and feedback related to program logistics and enrichment activity plans.
- 3. Final Program Curriculum – by Friday, May 15, 2015:** Contracted providers shall submit their detailed program curriculum to the District no later than Friday, May 15, 2015, outlining what campers will be doing each day during the Summer Dreamers Academy. This information will be shared with District staff, parents, and other stakeholders as we speak about program plans broadly. This information will also be shared directly with Activities Specialists and Activities Teachers as they prepare to support activities programming.
- 4. Final Connected Writing Project Plans – by Friday, May 15, 2015:** Contracted providers shall submit their detailed connected writing project plans to the District no later than Friday, May 15, 2015, describing what campers will be doing related to authentic writing during the Summer Dreamers Academy. A template will be provided. This information will be shared with District staff, parents, and other stakeholders as we speak about program plans broadly. This information will also be shared directly with Activities Specialists, Curriculum Coaches, and Activities Teachers as they prepare to support implementation of the connected writing project.
- 5. Roles & Responsibilities for District Staff – by Friday, May 15, 2015:** Contracted providers shall submit a detailed description of their desired roles and responsibilities for District staff (Activities Teachers and/or Camp Coordinators) working with their activity. An example as well as a template will be provided. This information will be shared with District staff, parents, and other stakeholders as we speak about program plans broadly. This information will also be shared

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

directly with Activities Specialists, Camp Directors, and other Camp Leadership Team members who will support coordination between provider staff and District staff in activities classrooms. Finally, this information will be shared with Activities Teachers and Camp Coordinators to assist with matching District staff to enrichment activities based on background, interest, and skill; and to establish clear guidelines for the role of each adult in the activities classroom.

6. **Employee Roster – by Friday, June 12, 2015:** Contracted providers shall submit their employee roster no later than Friday, June 12, 2015. This roster shall list the name of each staff member who will be working with campers, as well as the site(s) at which he/she will be working. A template will be provided.
7. **Staff Clearances – by Friday, June 12, 2015:** Contracted providers and any employee of a provider who will have direct contact with children during the Summer Dreamers Academy shall complete three required clearances and submit proof of these clearances to the Summer Dreamers Academy office by Friday, June 12, 2015. The required clearances are: the Act 34 (Criminal Record Check), the Act 151 (Child Abuse History), and the Act 114 of 2006 (FBI Federal Criminal History). **The fees to complete required clearances are to be paid by the contracted provider.**
8. **Meetings with Activities Specialists, Activities Teachers, and Camp Coordinators:** Contracted providers shall meet with Activities Specialists to discuss the curriculum and necessary program logistics, and with assigned Activities Teachers and Camp Coordinators to communicate program plans and clarify roles in preparation for implementing programming.
9. **Communication with Camp Leadership Team:** Contracted providers shall meet with members of the site based Camp Leadership Team to ensure full coordination of afternoon enrichment activity programming with all other aspects of the Summer Dreamers Academy camp.
10. **Proof of Insurance – by Friday, June 12, 2015:** Contracted providers shall submit proof of insurance to the Summer Dreamers Academy office by Friday, June 12, 2015 for the minimums stated below, and repeated in Section 5, Number 7. Contracted providers shall maintain a minimum of \$1,000,000 of General Liability insurance coverage and additional insurance coverage as follows:
  - **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.
    - iii. Other States Coverage and Endorsement.
  - **Umbrella Liability:** \$1,000,000 per occurrence combined single limit for bodily injury (including death), property damage liability, professional

**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**

liability, automobile liability and Employer's Liability excess of the underlying primary policies.

- **Additional Insured Status:** The District shall be added as an additional insured for the General Liability and Umbrella Liability policies under a Blanket Additional Insured Endorsement on the referenced policies.

**11. Employee Timesheets:** Contracted providers may be required to submit monthly reports documenting the hours worked by each employee on the Summer Dreamers Academy program.

**12. Invoices:** Contracted providers shall submit monthly invoices to obtain payment by the District for costs associated with implementing enrichment activity programming at the 2015 Summer Dreamers Academy. An invoice template will be provided.

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### 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 District 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 listing the proposer's name or organization and the submission date, as well as the name, phone number, e-mail address, and mailing address for both the proposer and a primary contact person. **The primary contact person identified on the cover page will receive all relevant communication regarding the status of the proposal.**

Please also provide the key information listed below, in bulleted format.

- Activity Name
- Desired Number of Campers Per Block
- Preferred Block Type (single-block or double-block)
- Preferred Site(s)
- Whether the Proposal is for an On-Site Activity or an Off-Site Activity
- Preferred Grade(s) of Campers
- Total Proposal Cost, and
- Proposal Cost Per Camper Per 75-minute Block

Finally, please include a brief descriptive blurb summarizing the proposed activity. The blurb will be placed on camp enrollment materials and shared with students and parents to provide information and generate interest about contracted activities.

#### **Example Descriptive Blurb:**

*Let's Ride!*, Facilitated by the Summer Dreamers Foundation

Do you love animals? Have you ever wanted to learn how to ride a horse? *Let's Ride!* will teach you everything that you need to know to become an expert equestrian! On our 150-acre terrain, we will learn the basics of grooming, saddling up, and different gaits, along with daily safety lessons. At the end of camp, we will apply our skills on a 50 mile trail ride!

*Proposers wishing to submit proposals for multiple activities at the Summer Dreamers Academy shall submit a separate cover page for each proposed activity.*

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

- 2. Cover Letter:** Please submit a cover letter, of up to 2 (two) pages, describing the individual or organization proposing to facilitate afternoon enrichment activity programming at the 2015 Summer Dreamers Academy.

This letter should briefly explain why the proposer is submitting the proposal, how the programming will be exciting and educational for campers, and who will be served by the proposed programming (number of campers and grade ranges targeted by programming).

This letter should also include background information on the mission, vision, and/or goals of the proposer, and how they are aligned with facilitating an afternoon enrichment activity at the 2015 Summer Dreamers Academy.

*Proposers wishing to submit proposals for multiple activities at the Summer Dreamers Academy shall submit a separate cover letter for each proposed activity.*

- 3. Detailed Implementation Plan:** Please submit a detailed implementation plan (no longer than 12 pages) explaining the proposed activity to be implemented at the 2015 Summer Dreamers Academy. This plan should address the following components:

<b>Component to Address:</b>
<p>1. Program Vision</p> <ol style="list-style-type: none"> <li>a. What is the vision for the program and what are the goals?</li> <li>b. What will campers learn and do in this activity?</li> <li>c. In what ways is this opportunity unique, fun, exciting, and educational for children?</li> <li>d. How will campers be engaged in, and excited about, this activity?</li> <li>e. What will campers know and be able to do by the end of camp?</li> <li>f. What will campers have created by the end of camp?</li> <li>g. How will campers highlight their accomplishments at the end of the program (i.e. explain plans for a culminating project, demonstration, or presentation)?</li> <li>h. <i>Optional</i> - Are there aspects of this proposed programming that could be linked to digital badges? How might a focus on digital badging enhance this activity? <i>*Responses to this component are not required, nor will they be considered in the formal evaluation and selection process. Additional information regarding plans for implementing digital badging at Summer Dreamers in 2015 will be shared with selected partners as details are finalized.</i></li> <li>i. How will the connected writing project be incorporated in to the activity? <i>More information about the connected writing project is included below.</i></li> <li>j. How will campers be motivated to actively participate in this program?</li> </ol>

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

<ul style="list-style-type: none"> <li>k. What general strategies will be used to promote positive camper behavior in this activity?</li> <li>l. How will program information be communicated to families before and during camp?</li> <li>m. How will parents/guardians be updated on the progress of their camper when Summer Dreamers is in session?</li> <li>n. Please include a statement of dedication to work in collaboration with District staff, especially site based Camp Leadership Team members, to effectively implement the proposed enrichment activity programming at the 2015 Summer Dreamers Academy.</li> </ul> <p><i>Additionally, proposers who have worked with the Summer Dreamers Academy in prior years should address the following components:</i></p> <ul style="list-style-type: none"> <li>n. What were the strengths of your program? How will you build upon these strengths for 2015?</li> <li>o. What were the areas of your program where there was room for growth? How will you make necessary improvements to ensure that your programming is high quality?</li> </ul>
<p>2. Link to Outcome Goals</p> <ul style="list-style-type: none"> <li>a. Describe how the proposed activity is aligned with the outcome goals of the Summer Dreamers Academy.</li> <li>b. Describe how the proposed activity is aligned with the goals, mission, vision, and beliefs of the District (Appendix A).</li> </ul>
<p>3. Schedule</p> <ul style="list-style-type: none"> <li>a. Please provide a general description for each week of programming, including sample learning objectives and activities, including activities related to the connected writing project.</li> <li>b. Please provide a detailed sample plan for one day of the program, including the length of time allocated to each activity within the period, and a description of what campers will be doing.</li> <li>c. How will time be utilized effectively to maximize learning and engagement?</li> <li>d. How will the activity block be structured on any given day?</li> <li>e. How will the proposed activity be rolled out over the 27 days of camp?</li> </ul>
<p>4. Camper and Staffing Model</p> <ul style="list-style-type: none"> <li>a. What is the target number of campers to be served by the proposed activity and how was this number determined?</li> <li>b. How many staff members will be necessary to implement the proposed activity? Of this number, how many staff members will be provided by the proposer?</li> <li>c. Please describe the positions, roles, and responsibilities of planned program staff, including District staff, if applicable.</li> </ul>



## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

<ul style="list-style-type: none"> <li>d. Please describe a staffing model that details the staffing structure based on the planned number of campers and staff.</li> <li>e. Please describe how program staff will be selected.</li> <li>f. Please describe any training that program staff will participate in prior to beginning work with the proposed activity at the Summer Dreamers Academy.</li> <li>g. What specific strategies will be used to ensure that campers enroll in the proposed activity?</li> <li>h. What specific strategies will be used to ensure that enrolled campers come to camp on the first day?</li> <li>i. What specific strategies will be used to ensure high average daily attendance throughout the duration of camp?</li> </ul>
<p>5. Facilities and Materials</p> <ul style="list-style-type: none"> <li>a. Please describe the facilities that are required to implement the proposed activity (e.g. a classroom and weekly access to a grass field, or a gymnasium and locker rooms).</li> <li>b. Will the proposed program be an on-site provider or an off-site provider, as defined in Site Logistics, Section 2?</li> <li>c. If the proposed program will be an on-site provider, please describe any transportation needs for special events, such as field trips, if necessary.</li> <li>d. If the proposed program will be an off-site provider, please describe the location where daily programming will take place.</li> <li>e. If the proposed program will be an off-site provider, please describe plans for transporting campers to and from the proposed location.</li> <li>f. Please describe the equipment, materials, and supplies necessary for implementing the proposed program, and explain general plans for obtaining these items.</li> <li>g. Please describe any District equipment, materials, or supplies that would be used by the proposed program (e.g. desktop computers or LCD projectors).</li> </ul>

### Connected Writing Project

In an effort to promote authentic learning and show campers that learning takes place in many settings, each camper at the Summer Dreamers Academy will engage in a connected writing project linked to his/her daily enrichment activity/activities.

Campers enrolled in one double block activity will engage in one connected writing project. Campers enrolled in two different single block activities will engage in two different connected writing projects, one for each activity.

Afternoon enrichment activity provider organizations will include a description of the proposed connected writing project in the program proposal. District staff will provide

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

feedback and recommendations to strengthen the initial plans. Following centralized training, supported by site based Activity Specialists and Curriculum Coaches, and in close connection with activity provider staff, District Activity Teachers will oversee the implementation of the connected writing project for each of their activities groups.

Writing projects can take many forms, with the main requirement being that youth go through the full writing process (brainstorming, drafting, editing, revising & publishing) to create a finished work by the end of camp. The enrichment activity serves as the theme on which youth base their writing project, and flexibility allows campers to choose within a defined set of options, so that they are fully invested in the project. Enrichment activity providers may choose to have all campers work together to create a comprehensive product such as a newspaper, video, fiction or non-fiction book, how-to-guide, or class blog. Alternately, activity providers may allow campers to individually choose a genre and format for their writing.

Over the 27 days of camp, youth should spend between 7 – 10 hours on each of their connected writing projects if they are involved in two activities, and 10 – 15 hours if they are involved in a single activity. Some activities may choose to devote one day per week to working on the connected writing project, while others may choose to infuse the project in to the routine each day. It may also make sense to vary the implementation and daily schedule depending on the selected project and based on the stage of the process with which the class is involved.

Examples of plans, curriculum materials, and completed projects from last year's implementation of the connected writing project are available upon request.

*Proposers wishing to submit proposals for multiple activities at the Summer Dreamers Academy shall submit a separate implementation plan for each proposed activity.*

4. **Budget and Budget Narrative:** Please submit a detailed budget that is aligned with the implementation plan. In addition to a numerical budget, please provide an explanation of the assumptions underlying the proposed costs. Each line item in the budget should have a corresponding description in the budget narrative.

Cost categories to be addressed should include, but are not limited to:

- a. Personnel
- b. Travel and transportation (if applicable)
  - Please outline costs for any planned field trips or excursions
  - Off-site providers should detail daily transportation needs and associated costs

**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**

## c. Equipment, materials, and supplies

In preparing the budget and budget narrative, please consider the following questions:

- a. What is the cost per camper served?
- b. Is the budget transparent?
- c. Are explanations or assumptions for proposed costs included?
- d. Are costs related to recruitment and retention included?
- e. Are costs for field trips and special events included?
- f. Are costs for all plans referenced in the implementation plan included in the budget and explained in the corresponding budget narrative?
- g. Is there a valid plan to reduce the budget should average daily attendance fall below 75% OR are appropriate resources allocated to recruitment and retention efforts in order to meet the requirements outlined by the District to receive full payment?

**Please note that the approximate maximum cost per camper that the District can fund is \$150 total per camper per single block, or \$300 per camper per double block. The recommended range for proposals is \$75 - \$150 per camper per single block, or \$150 - \$300 per camper per double block. It is unlikely that the District will be able to award contracts to organizations that submit proposals with a budget that is significantly higher than the recommended range.**

In the case that a proposer plans to obtain outside funding or provide in-kind services in order to meet the District's budget parameters, it is asked that the proposer submits a full budget indicating these accommodations.

As stated previously, contracts will include a clause regarding attendance and invoicing. **Each budget narrative should include the proposer's corresponding plans to account for the possible 15% reduction in payment should attendance fall below 75% of the proposer's targeted enrollment, OR indicate how relevant resources will be allocated to meet the District's requirements related to recruitment and retention efforts.** Average daily attendance across the 2014 Summer Dreamers Academy was 56%, though figures varied significantly between activities.

*Proposers wishing to submit proposals for multiple activities at the Summer Dreamers Academy shall submit a separate budget and budget narrative for each proposed activity.*

**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy****The following items are only required for proposers who have NOT contracted with the Summer Dreamers Academy in prior years.**

- 5. Qualifications and Experience:** Please submit a bulleted list of qualifications, achievements, and accomplishments/awards that demonstrate the quality and experience of the provider as it relates to the proposal. Please specifically highlight any experience working with K-12 students.
- 6. References:** Please provide a minimum of three (3) references. For each reference, please include the individual's name, title, and organization, relationship to proposer, e-mail address, and phone number. The District reserves the right to contact these references and to request additional references.
- 7. Work History with the District:** Please list and describe any past work history with Pittsburgh Public Schools, including the specific project(s), if applicable.
- 8. Legal Actions:** Please list and describe any and all legal actions for the past three (3) years in which the proposer has been a defendant in a lawsuit for inadequate performance under a contract or agreement, a debtor in bankruptcy, or a defendant in a criminal action, if applicable.
- 9. Financial Statements:** Please provide copies of the proposer's audited financial statements for the two (2) prior fiscal years, if applicable, or a reasonable alternative.
- 10. Insurance Requirements:** Please provide evidence of current insurance coverage. If current coverage does not meet minimum requirements outlined in Section 5, Number 7, please include a statement of commitment to acquire required coverage, should proposer be awarded a contract.
- 11. Licenses:** Please provide copies of the proposer's City of Pittsburgh and/or State of Pennsylvania licenses and all other licenses relevant to the performance for this contract, if applicable. Examples include a license to each CPR or SCUBA diving.
- 12. Joint Venture:** Please provide a copy of any executed joint venture agreement(s), if applicable. Examples include any partnership between two or more organizations in order to provide the services outlined in this proposal. Even if no legal partnership is formed, a letter of intent signed by all parties involved should be included if two or more organizations plan to work together.
- 13. W-9 Form Request for Taxpayer Identification Number and Certification:** Please submit a signed W-9 form. This form can be accessed online at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- 14. Organization Information/Equal Opportunity Employment:** Please submit the Organization Information/Equal Opportunity Employment information described in Section 5, Number 10 – pages 24 - 25.

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### General Submission Requirements

All hard copy proposals shall be submitted in person or by mail to the District at the address below. Specific instructions for electronic submissions are outlined below.

Summer Dreamers Academy  
School District of Pittsburgh  
341 South Bellefield Avenue, Room  
426 Pittsburgh, PA 15213

Hard Copy Submissions	Electronic Submissions
<ul style="list-style-type: none"> <li>• All hard copy proposals must be created using 12-pt font, on 8½" x 11" paper with 1-inch margins, be page-numbered and submitted in a ½-inch binder with section dividers for each item listed in Section 3.</li> <li>• Three (3) copies of the proposal shall be prepared and submitted to the District in such form as is set forth in this RFP.</li> <li>• The District discourages the use of expensive paper and bindings as no material will be returned to proposers.</li> </ul>	<ul style="list-style-type: none"> <li>• All electronic proposals must be created using 12-pt font, on 8½" x 11" paper with 1-inch margins, be page-numbered and include separate, marked sections for each item listed in Section 3.</li> <li>• All electronic submissions must be sent as a single PDF attachment to [email address].</li> <li>• Information included in the body of the e-mail message will not be considered in the evaluation of proposals submitted electronically.</li> </ul>
<p><b>Confirmation of Receipt</b> Confirmation of receipt of proposals submitted in hard copy and electronically will be sent via e-mail to the primary contact listed in the proposal no later than noon on Monday, December 8, 2014.</p>	

- All proposals must be received by 5 pm on Friday, December 5, 2014.
- Proposals submitted via fax will not be accepted.
- Late proposals will not be accepted.

**Please note:** The District reserves the right to (i) select one or more providers to provide the services outlined herein; (ii) reject any and all proposals; (iii) identify any areas where a conflict of interest may exist; and (iv) utilize existing District staff and/or existing District resources without required submission of a proposal.

Please also note that all selection decisions are based on receipt of anticipated funding and require approval by the Board of Directors of the District.

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Section 4: Evaluation Criteria

Proposals will be reviewed by an evaluation committee. Contracts will be awarded to qualified proposers whose proposals are most advantageous to the District based upon the evaluation criteria specified below. The District reserves the right to request presentations from those organizations determined to be in a competitive range and shall use the information derived from these presentations, if applicable, in the evaluation. The District anticipates selecting multiple providers.

All proposals will be evaluated based on the following criteria:

Category	Percentage Weight
Implementation Plan	55%
Budget and Budget Narrative	20%
Qualifications and Experience	15%
Overall Proposal	10%
Total Percentage	100%

### Section 5: General Terms and Conditions

1. **Contract:** Proposer agrees that if approved to provide afternoon enrichment activities hereinafter described, proposer shall enter in to a written contract with the District prior to rendering any services. In the event proposer fails to enter in to such contract proposer's approval for award will be revoked by the District. The contract may include the terms and conditions contained herein and any additional terms and conditions agreed upon by the parties. Proposer may submit a copy of its form of contract for review and consideration by the District Solicitor.
2. **Term of Contract:** The term of the contract shall be on or about **March 23, 2015** until on or about **August 31, 2015**. This term includes any training or meetings to be held during the spring as well as the actual implementation period for the camp and time for evaluation/close-out. The actual term may vary depending on the proposal and nature of services provided.
3. **Standards of Performance:** Proposer shall retain and utilize sufficient staff to devote a reasonable amount of time, attention, knowledge and professional ability, as necessary, to perform all services effectively, efficiently and consistent with the best interests of the District and to the satisfaction of the District. **Proposer shall use effective engagement strategies and facilitate activities in the most cost-effective manner consistent with the best interests of the District.**

**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**

4. **Non-appropriation:** Expenditures not appropriated by the District in its current fiscal year budget are deemed to be contingent liabilities only and are subject to appropriation in subsequent fiscal year budgets. In the event sufficient funds are not appropriated in a subsequent fiscal year by the Board for performance under the contract, the Board shall notify proposer and the contract shall terminate on the last day of the fiscal period for which funds were appropriated.
5. **Favored Nation:** Proposer shall furnish services to the District at a rate no greater than that charged to other public sector entities. If proposer overcharges, in addition to all other remedies, the District is entitled to a refund to in the amount of the overcharge. The District has the right to offset any overcharge against any amounts due to proposer under this or any other agreement between proposer and the District, and the right to declare proposer in default under the contract.
6. **Document Retention:** Proposer shall furnish the District with such information as may be requested relative to the progress, execution, and costs of the program implementation. Proposer shall maintain all records, correspondence, receipts, vouchers, subcontractor agreements, memoranda, and other data relating to the services under the contract. **All records referenced above shall be retained for three (3) years after completion of the camp.**
7. **Insurance:** Proposer shall procure and maintain insurance for all operations under the contract. All insurers shall be licensed by the Commonwealth of Pennsylvania. Proposer will provide an appropriate certificate of insurance upon signing of the contract reflecting these limits with a carrier licensed and authorized to do business in the Commonwealth of Pennsylvania naming the School District of Pittsburgh as an additional insured.

Contracted providers shall maintain a minimum of \$1,000,000 of General Liability insurance coverage and additional insurance coverage as follows:

- **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.
  - iii. Other States Coverage and Endorsement.
- **Umbrella Liability:** \$1,000,000 per occurrence combined single limit for bodily injury (including death), property damage liability, professional liability, automobile liability and Employer's Liability excess of the underlying primary policies.

**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**

- **Additional Insured Status:** The District shall be added as an additional insured for the General Liability and Umbrella Liability policies under a Blanket Additional Insured Endorsement on the referenced policies.

**8. Termination:**

- a. **Termination for Convenience:** The District reserves the right to terminate the contract upon five (5) calendar days written notice if, at any time, the District deems the services being provided are no longer in its best interests.
- b. **Suspension of Services:** The District reserves the right to suspend the contract, in whole or part, upon five (5) calendar days written notice. Proposer shall promptly resume performance of activities upon written notice from the District and upon such equitable extension of time as may be mutually agreed upon in writing by the District and the proposer. Responsibility for any additional costs of expenses actually incurred by proposer as a result of suspension of the camp shall be determined by mutual agreement of parties.
- c. **Proposer Events of Default:** Events of default include, but are not limited to, the following:
  - i. Any material misrepresentation by proposer in the securing of the contract or performance of services.
  - ii. Breach of any agreement, representation or assurance made by proposer in the contract.
  - iii. Failure of proposer to perform in accordance with or comply with the terms and conditions of the contract, including, but not limited to, the following:
    - Any action or failure to act which involves the safety and/or welfare of the District students or staff;
    - Failure to provide any portion of the activities herein at the agreed upon time for performance and in the agreed upon manner;
    - Failure to perform the activities with sufficient personnel and materials;
    - Failure to perform the activities as a result of insolvency, bankruptcy or assignment for the benefit of creditors;
    - Failure to perform the activities in a manner satisfactory to the District;
    - Failure to re-perform previously incomplete and/or unsatisfactory services within a reasonable time period;



**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**

- Failure to comply with any term of the contract, including but not limited to, the provisions concerning non-discrimination, and any other acts specifically and expressly stated in the contract.
- iv. Default by proposer under any other agreement proposer may have with the District.
- v. Assignment by proposer for the benefit of creditors or consent by proposer of any petition or proceeding under any bankruptcy, insolvency or similar law.

**Remedies: The District may invoke any or all remedies available at law or in equity. Specific remedies may be set forth in the final contract.**

- d. **Turnover of Documents and Records:** After termination or expiration of the contract, proposer shall turn over, within three (3) days of request, all materials, supplies, and equipment owned or purchased by the District, completed or partially completed work analyses, data, computer disks, documents, and any other information related to the Summer Dreamers Academy.

**9. Confidential Information, Dissemination of Information, Survival:**

- a. **Confidential Information:** While preparing for and/or delivering activities, proposer may have access to or receive confidential information that is not generally known to others. Proposer agrees not to use or disclose any confidential information or any records, reports, or documents prepared as a result of the contract without prior written consent of the Board or its designee. The proposer agrees to execute any additional confidentiality agreements that may be necessary for performance under this Agreement.
- b. **Dissemination of Information:** Proposer shall not issue publicity news releases or grant press interviews without prior notice and approval of the District through the Office of Public Information. Proposer shall immediately give notice to the District and its Solicitor if presented with a Right to Know Law request for documents, records, and data or work products.
- c. **Survival:** The provisions of this paragraph shall survive the termination or expiration of the contract.

**10. Organization Information/Equal Employment Opportunity:**

- a. Describe the proposing organization's equal employment opportunity policies and programs.

**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**

- b. Has the proposing organization or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of the organization's business or have any of the organization's officers, directors, or persons exercising substantial policy discretion ever been convicted of any crime or offense involving financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.
- c. Has the proposing organization, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter rising directly or indirectly from the conduct of the proposing organization's business which is still pending or have any of the proposing organization's officers, directors, or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving financial misconduct or fraud which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.
- d. Please describe
  - i. any material financial relationships that the proposing organization or any organization employee has with any financial advisory firms, investment banks or law firms or other persons or entities that may create a conflict of interest in acting as a provider to the School District;
  - ii. any family relationship that any employee of the proposing organization has with any public servant that may create a conflict of interest, or the appearance of a conflict of interest in acting as a provider to the District; and
  - iii. any other matter that the proposing organization believes may create a conflict of interest or the appearance of a conflict of interest in acting as a provider to the District. Please describe any procedures the proposing organization either has adopted, or would adopt, to assure the District that a conflict of interest would not exist for the proposing organization in the future.

**11. Intellectual Property:**

- a. **Copyright:** The District reserves copyright in all written and electronic materials developed by the District or provider on behalf of the District as part of this agreement. District material may not be copied or otherwise reproduced without the express written permission of the District. Contractor shall retain all right, title, and interest in and to its pre-existing property, including, without limitation, all artwork, illustrations, graphic designs, data,

**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**

files, designs, concepts, copyrights, trademarks, and other intellectual property, previously developed and created by contractor.

- b. Trademark and Trade Name:** This agreement does not give provider any ownership rights or interest in District trade names or trademarks.
- c. Use of Name:** Provider shall request permission from the District prior to using the District trade names or trademarks in any report or publication unless otherwise provided for in this agreement. The provider shall include the Summer Dreamers Academy logo in the form provided by the District on all program materials.
- d. Ownership:** No work product, report, or other materials produced under the contract may be used by the proposer in any other matter without the express written consent of the District through the Solicitor and the use of the name of the School District of Pittsburgh in any other matter may not be used for reporting or promotional purposes without identical consent. All of the foregoing items shall be promptly delivered to the District upon demand at any time and at expiration or termination of the contract. If any of the aforementioned items are lost or destroyed while in the proposer's possession, they will be replaced or restored at the proposer's expense.

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Appendix A: Pittsburgh Public Schools District Goals, Mission, Vision & Beliefs

#### **District Goals**

We have four primary goals at Pittsburgh Public Schools:

- To accelerate student achievement
- To eliminate racial disparities in achievement;
- To foster innovation; and
- To develop a student-focused culture.

While many factors contribute to **accelerating student achievement**, teachers are the most important school-based factor, which is why we are working hard to have an effective teacher in every classroom, every day.

As we tackle one of the District's longest-standing achievement issues – **eliminating racial disparities** – we are focused on staff training, a culturally relevant curriculum, and other measures in our Equity plan, [Equity: Getting to All](#), which will help ALL of our students achieve excellence.

**Developing a student-focused culture recognizes** means making decisions that ensure our students will be able to take advantage of [The Pittsburgh Promise](#). We are refocusing on milestones that are critical to a student's academic success: kindergarten readiness, ensuring third graders are reading on grade level, algebra readiness by high school and college and career ready.

#### **District Vision**

All students graduating high school Promise-Ready and completing a two-or four-year college degree or workforce certification.

#### **District Mission**

The Pittsburgh Public Schools will be one of America's premier school districts, student-focused, well-managed, and innovative.

We will hold ourselves accountable for preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life.

#### **District Beliefs**

- All children can learn at high levels.
- Teachers have a profound impact on student development, and should have ample training, support and resources.

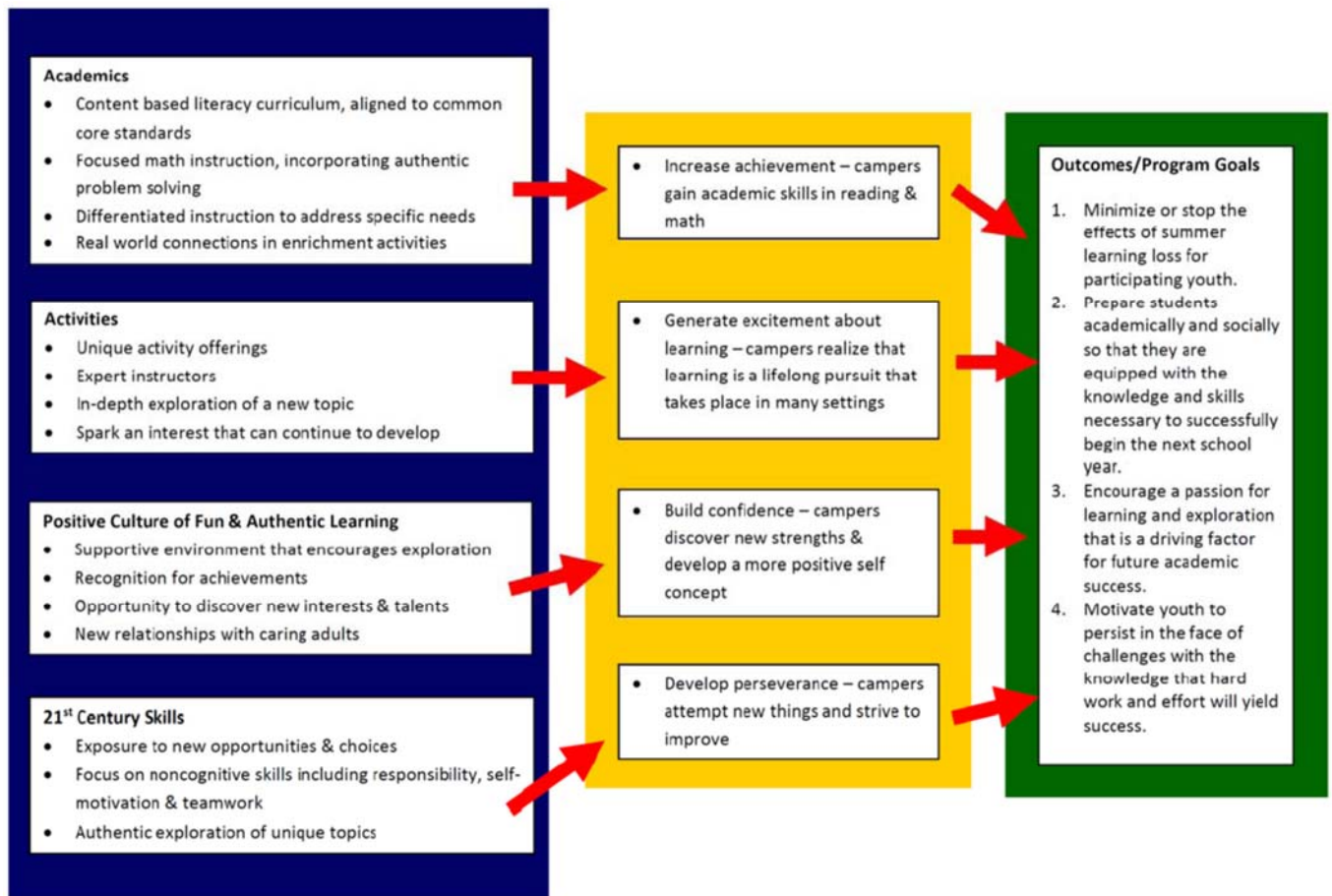
**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**

- Education begins with a safe and healthy learning environment.
- Families are an essential part of the educational process.
- A commitment from the entire community is necessary to build a culture that encourages student achievement.
- Improvement in education is guided by consistent and effective leadership.
- Central office exists to serve students and schools.

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Appendix B: Summer Dreamers Academy Logic Model

The logic model below explains the design of the Summer Dreamers Academy. This model is a key tool for proposers in helping to shape proposals and plan a program that is aligned with the goals of the Summer Dreamers Academy and with the interests of campers.



## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Appendix C: Background Information Related to Cities of Learning and Digital Badging

- National Cities of Learning Initiative
  - <http://www.citiesoflearning.org/>
- Pittsburgh City of Learning
  - <http://pghcityoflearning.org/>
- Local Remake Learning Movement
  - <http://remakelearning.org/>
- MacArthur Foundation - Digital Badges
  - <http://www.macfound.org/programs/digital-badges/>
- Badge Alliance
  - <http://www.badgealliance.org/>
- Mozilla Open Badges
  - <http://openbadges.org/>

**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy****Appendix D: Research and Resources Regarding Summer Learning Loss***The RAND Corporation*

- Getting to Work on Summer Learning - Recommended Practices for Success  
[http://www.rand.org/content/dam/rand/pubs/research\\_reports/RR300/RR366/RAND\\_RR366.pdf](http://www.rand.org/content/dam/rand/pubs/research_reports/RR300/RR366/RAND_RR366.pdf)
- Making Summer Count - How Summer Programs Can Boost Children's Learning  
[http://www.rand.org/content/dam/rand/pubs/monographs/2011/RAND\\_MG1120.pdf](http://www.rand.org/content/dam/rand/pubs/monographs/2011/RAND_MG1120.pdf)

*National Summer Learning Association's Research in Brief*

- Doesn't Every Child Deserve a Memorable Summer?  
<http://c.ymcdn.com/sites/www.summerlearning.org/resource/collection/CB94AEC5-9C97-496F-B230-1BECDFC2DF8B/EveryChildMemorable.pdf>
- More Than a Hunch: Kids Lose Learning Skills Over the Summer Months  
[http://c.ymcdn.com/sites/www.summerlearning.org/resource/collection/CB94AEC5-9C97-496F-B230-1BECDFC2DF8B/Research\\_Brief\\_04\\_-\\_Cooper.pdf](http://c.ymcdn.com/sites/www.summerlearning.org/resource/collection/CB94AEC5-9C97-496F-B230-1BECDFC2DF8B/Research_Brief_04_-_Cooper.pdf)
- Meaningful Linkages Between Summer Programs, Schools, and Community Partners: Conditions and Strategies for Success  
<http://c.ymcdn.com/sites/www.summerlearning.org/resource/collection/CB94AEC5-9C97-496F-B230-1BECDFC2DF8B/MeaningfulLinkages.pdf>

*The New York Times*

- This is Your Brain on Summer  
<http://www.nytimes.com/2011/07/28/opinion/28smink.html>

**Appendix E: Information on Allegheny Partners for Out of School Time (APOST)**

## About APOST

<http://www.afterschoolpgh.org/apost/>

## APOST Quality Campaign Information

<http://www.afterschoolpgh.org/quality-campaign/>



## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Appendix F: Pennsylvania Statewide Afterschool Youth Development Network (PSAYDN) Program Quality Value Statement

Quality out-of-school time programs inspire and promote learning and positive youth development by providing opportunities for autonomy and leadership, caring relationships, connections to family, community and school, safe environments, and engaging activities.

Our Program Quality Value Statement are principles and ideals which we believe should guide the actions of afterschool programming, regardless of program purpose or ages served. It does not, however, indicate levels of program quality. The purpose of this statement is to provide a straightforward framework to define quality for Pennsylvania's afterschool programs and all other individuals, organizations, and entities that have a vested interest in the quality of these programs, including public and private funders, parents, and youth.

Quality programming requires the following elements:

#### **STRUCTURE AND MANAGEMENT**

- Well-trained, consistent staff and volunteers that represent the community being served
- Written policies and procedures that are consistently used and updated and supported by management
- Sustainable funding and sound fiscal management
- Continuous improvement methods including: evaluation, outcomes measurement, participant/family input, strategic planning, and professional development

#### **POSITIVE CONNECTIONS**

- Positive relationships between and among youth and staff
- Strong partnerships with families, schools, businesses and other community stakeholders
- Opportunities for youth to contribute to the well-being of the community

#### **SAFETY AND HEALTH**

- Safe and accessible environment
- Clean & well maintained facilities
- Programming and environments which promotes fitness, good nutrition, and healthy choices

#### **ACTIVITIES**

- Activities which are intentionally designed, are age-appropriate, develop skills, promote learning, and foster positive youth development
- Activities which contain varied content, learning strategies and combine different academic, recreational, and cultural elements
- Activities which are youth-centered, are responsive to youth interests, and actively involve youth in program development, planning, and implementation
- Activities which promote understanding and respect for youth's and others' cultures

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Appendix G: Media Coverage of the Summer Dreamers Academy

#### *The Pittsburgh Post-Gazette*

- Pittsburgh day camp mixes learning, dreaming, Activities, classes seek to tackle 'summer loss' (8/2/10)  
<http://www.post-gazette.com/local/city/2010/08/02/Pittsburgh-day-camp-mixes-learning-dreaming/stories/201008020224>
- City schools' Summer Dreamers camp ranks high (7/13/11)  
<http://www.post-gazette.com/local/city/2011/06/13/City-schools-Summer-Dreamers-camp-ranks-high/stories/201106130226>
- Pittsburgh Public Schools prepare summer offerings (5/14/12)  
<http://www.post-gazette.com/local/city/2012/05/14/Pittsburgh-Public-Schools-prepare-summer-offerings/stories/201205140126>
- Foundation to assess city schools' Summer Dreamers Academy (8/14/13)  
<http://www.post-gazette.com/local/city/2013/08/14/Foundation-to-assess-city-schools-Summer-Dreamers-Academy/stories/201308140130>
- Grants accepted by Pittsburgh Public Schools (1/22/14)  
<http://www.post-gazette.com/news/education/2014/01/22/Grants-accepted-by-Pittsburgh-Public-Schools/stories/201401220133>
- Pittsburgh students hold rally for peace at Brashear High (8/6/14)  
<http://www.post-gazette.com/news/education/2014/08/06/Students-hold-rally-for-peace-at-Brashear/stories/201408060024>

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Appendix H: Enrollment and Attendance Figures from 2014

#### **Summer 2014 Enrollment Figures**

- Summer Dreamers received 2,599 applications and 2,105 K – 7th grade campers were accepted to the 2014 Summer Dreamers Academy.
- The table below shows the breakdown of applications and acceptance numbers by grade level. Overall, younger students (K & 1<sup>st</sup> grade) applied in higher numbers than older students (5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> grade).

<b>Grade Level</b>	<b>Targeted # to Serve</b>	<b># Applied</b>	<b># Accepted</b>	<b>% Accepted</b>
K	270	492	329	66.9%
1	270	476	337	70.8%
2	180	395	250	63.3%
3	180	334	242	72.5%
*4	419	272	357	131.3%
5	180	247	234	94.7%
**6	180	209	214	102.4%
**7	180	141	142	100.7%
***Ineligible students	0	33	0	0.0%
<b>Grand Total</b>	<b>1,800</b>	<b>2,599</b>	<b>2,105</b>	<b>81.0%</b>

\* As part of our involvement in the Wallace Foundation's Summer Learning Demonstration project, 4<sup>th</sup> grade enrollment was limited to the 419 students who had applied and been accepted to the 2013 Summer Dreamers Academy. Of this group, 272 returned applications for the 2014 program. All students who were still currently enrolled in PPS, and who did not indicate that they would **not** be attending camp, were automatically registered, thus an acceptance rate higher than 100%.

\*\* Due to low enrollment figures in 6<sup>th</sup> & 7<sup>th</sup> grade, a small number of students were added to the program during the first week of camp, thus acceptance rates higher than 100%.

\*\*\*\* "Ineligible students" captures children who submitted enrollment forms but do not attend a PPS school, or who are in a grade level not served by SDA.

#### **Summer 2014 Attendance Rates**

- Of the 2,105 accepted campers, 1,753 (83.3%) attended at least one day of camp. This is a slight increase from 79.4% in summer 2013. 174 children (8.3%) had perfect attendance, attending all 27 days of Summer Dreamers.
- Attendance was highest on the 3<sup>rd</sup> day of SDA, Wednesday, July 2<sup>nd</sup>, with 1,421 children at camp. Attendance was lowest on the last day of SDA, Wednesday, August 6<sup>th</sup>, with 950 children at camp. On the average day of SDA, 1,185.3 campers (56.3% of those accepted) were in attendance.

**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**

- 800 children (38.0% of all accepted campers, 45.6% of campers who attended at least 1 day) were regular attenders, coming to camp at least 23 of 27 days.
- The average camper attended 15.2 days of Summer Dreamers (out of 27 days). This is an increase from 14.4 days in 2013, and 13.6 days in 2012.
- The table below shows the breakdown of attendance by grade level.
  - 5th & 6th grade had the lowest no-show rates, but the no-show rate increased dramatically for 7th grade.
  - K, 1st & 2nd grade had the highest percentage of students who were regular attenders (attended camp for 23+ days).

<b>Grade Level</b>	<b>Average # of Days Attended</b> (not including no shows)	<b># of No Shows</b>	<b>% No Shows</b>	<b># Attended 23+ Days</b>	<b>% Attended 23+ Days</b> (not including no shows)
K	18.9	54	16.4%	139	50.5%
1	18.8	47	13.9%	138	47.6%
2	19.1	37	14.8%	109	51.2%
3	18.4	40	16.5%	91	45.0%
*4	16.9	101	28.3%	107	41.8%
5	18	27	11.5%	90	43.5%
6	18	24	11.2%	78	41.1%
7	17.5	28	19.7%	48	42.1%
<b>Total</b>	<b>18.2</b>	<b>358</b>	<b>16.5%</b>	<b>800</b>	<b>45.4%</b>

- While there were some variations in attendance rates across grade levels and camp sites, there were no clear trends.

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Appendix I: 2014 Staff Feedback

- Staff agreed that pre-camp training and professional development was worthwhile.
  - 30 of 35 attendees (85.7%) agreed that pre-camp professional development prepared them to teach the SDA English Language Arts (ELA) curriculum well.
  - 24 of 27 attendees (88.9%) agreed that pre-camp professional development prepared them to teach the SDA math curriculum well.
- Staff agreed that the ELA and math curricula were easily to follow, interesting, and beneficial to campers.
  - 95% of respondents agreed that the math curriculum is clear for teachers to follow.
  - 56% of respondents agreed that the math curriculum includes fun, interesting activities for children.
  - 80% of respondents agreed that the math skills of campers are improving as a result of Summer Dreamers.
  - 97% of respondents agreed that the ELA curriculum is clear for teachers to follow.
  - 68% of respondents agreed that the ELA curriculum includes fun, interesting activities for children.
  - 95% of respondents agreed that the ELA skills of campers are improving as a result of Summer Dreamers.
- Staff agreed that operations and behavior management went well at Summer Dreamers.
  - 87% of respondents agreed that Summer Dreamers is well managed and well organized.
  - 92% of respondents agreed that there is a clear procedure for handling discipline problems.
  - 79% of respondents agreed that the procedure for handling discipline problems is effective.
- Staff survey responses indicate many aspects of a warm and caring climate and culture at Summer Dreamers.
  - 100% of respondents agreed that teachers listen to children when they have a problem.
  - 99% of respondents agreed that faculty and staff make children feel cared for at Summer Dreamers.

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

- 97% of respondents agreed that faculty and staff treat children with respect at Summer Dreamers.
- 100% of respondents agreed that faculty and staff remind children to be friendly and respectful to each other.
- 87% of respondents agreed that children enjoy Summer Dreamers.
- 95% of respondents agreed that children feel safe traveling to and being in camp.
- 92% of respondents agreed that children treat adults at camp with respect.
- However, staff also indicate challenges with misbehavior, fighting, and bullying.
  - 53% of respondents agreed that, due to misbehavior, a great deal of learning time is wasted.
  - 55% of respondents agreed that children solve problems without fighting or saying mean things.
  - 44% of respondents agreed that children get into physical fights with other children at least once a week (30% disagreed a lot with this statement).
  - 41% of respondents agreed that children are bullied or harassed by other children at least once a week (15% disagreed a lot with this statement).
- Staff recommended shortening the length of the day, reducing class sizes, and providing more support for students with special needs
  - “I would like shorter days.”, “The day is too long!!!! 8 to 2 is sufficient!”
  - “Having students in a camp until 4:00 is way too long of a day for any child.”
  - “Class size should be no more than 20 students per class.”, “The class sizes were too large to reach all of the below basic and basic students.”
  - “Students with Special Needs should have a program with SDA that better meets their needs.”, “Students with Emotional Support needs or other behavior needs that require additional support during the school year do not do well in a program such as this without those one on one supports.”
- Staff commended the afternoon enrichment activities, site leadership, and the Carnegie Library BLAST program.
  - “The campers enjoy the activities. I would even consider more active opportunities for camper selection such as cheerleading, dance, sports activities, etc.”, “I wouldn't change the afternoon providers.”, “The students really enjoy activities.”
  - “Keep <<camp director>> - she ran a tight ship. The teachers had fun and the campers had fun. There was excitement in her voice every time you spoke with her!”, “The camp leaders were great”

## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

- “I really liked the BLAST program. I loved that each kid got to take home a book of their choice-3 times this summer. Self-selection of reading material is critical to promote reading, especially for struggling readers. The activities were fun and the kids looked forward to the BLAST coordinator weekly. Great job!”, “BLAST was fantastic.”

## Appendix J: Summer 2014 Key Partners

- 19 organizations facilitated 26 unique activity offerings for campers. All campers rank their activity preferences when registering for Summer Dreamers, ensuring that enrichment programming is closely aligned with their personal interests. Youth who are interested in athletics, for example, can choose to pursue that passion by participating in swim & water polo, judo, fencing, golf, or biking; while campers who have interests in the arts, community service, or technology can select other enrichment choices.
- The table below shows a full listing of 2014 partners and activity offerings.

<b>Organization</b>	<b>Activity</b>
Allegheny Youth Development	Judo
Attack Theatre	Adventures in Movement!
Bloomfield Garfield Corporation	Swim & Water Polo*
Carnegie Science Center	Adventures in Science!
Citiparks	Citiparks Wild Urban Adventures*
Color Me Mine Pittsburgh	Color Me Cultural!
Family Links, Inc.	Club Adventure
First Tee of Pittsburgh	Get Out, Get Swingin’
Gateway to the Arts	Message Out of the Bottle
	Movin’ Feet & Funky Beats
	Oh! “Sew” Fabulous!
Heinz History Center	Pittsburgh’s History Makers*
Mad Science Pittsburgh	Big Shot: The Science of Photography
	Mad About Science!
MGR Youth Empowerment	Art Activism
	Positive Spin*
Pittsburgh Cares	Service Remix
Pittsburgh Center for the Arts	Clay & Mosaic Extravaganza
	Creature Camp!

**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**

	Imagination Exploration
	Sculpture & Performance
SLB Radio Productions, Inc.	Radio Camp: You're on the Air!
Three Rivers Fencing	Fencing
Union Project	From Mud to Masterpiece: Creating with Clay
Urban League of Greater Pittsburgh	Build Your "A" Game
Yoga Hive	Let's do Yoga!

\* Double block activities, lasting all afternoon.

- The Carnegie Library of Pittsburgh visited camp sites weekly to share books with campers through the elementary BLAST program and the middle grades Teen Read program.
- The Pittsburgh Pirates donated 2,800 tickets, and the Pittsburgh Power donated 500 tickets for campers, staff, and their families to attend local sporting events.
- Squonk Opera performed their interactive Pneumatica show for campers at each Summer Dreamers site.
- Reading specialist interns from the University of Pittsburgh worked on-site with teachers and campers at Faison.
- Numerous enrichment partners participated in digital badging through the Sprout Foundation and the Pittsburgh City of Learning initiative.
- High school interns from the Pittsburgh Summer Youth Employment Program worked with campers at each Summer Dreamers camp site.



## Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy

### Appendix K: Preliminary 2015 Program Plans

- The 2015 Summer Dreamers Academy will operate thanks to generous support from District Title 1 funds, 21<sup>st</sup> Century Community Learning Center grant funds, and anticipated funding from local and national foundations.
- *2015 program plans below are tentative, pending finalization of the program budget.*

<b>Anticipated Budget</b>	\$2.1 M
<b>Anticipated Scope</b>	<p>20 classrooms per site, 600 children per site, 1,800 children total</p> <ul style="list-style-type: none"> <li>▪ 3 self-contained K classes/90 K children per site</li> <li>▪ 3 self-contained 1<sup>st</sup> grade classes/90 1<sup>st</sup> grade children per site</li> <li>▪ 3 self-contained 2<sup>nd</sup> grade classes/90 2<sup>nd</sup> grade children per site</li> <li>▪ 3 self-contained 3<sup>rd</sup> grade classes/90 3<sup>rd</sup> grade children per site</li> <li>▪ 2 self-contained 4<sup>th</sup> grade classes/60 4<sup>th</sup> grade children per site</li> <li>▪ 2 self-contained 5<sup>th</sup> grade class/60 5<sup>th</sup> grade children per site</li> <li>▪ 2 self-contained 6<sup>th</sup> grade class/60 6<sup>th</sup> grade children per site</li> <li>▪ 2 self-contained 7<sup>th</sup> grade class/60 7<sup>th</sup> grade children per site</li> </ul> <p>Admission preference to children who are basic/below basic and qualify for free/reduced price meals, sibling preference policy for admission.</p>
<b>Locations</b>	<p>3 regional K-7<sup>th</sup> grade camp sites, assigned by feeder pattern</p> <ul style="list-style-type: none"> <li>• Pittsburgh Faison (7430 Tioga Street 15208)</li> <li>• Pittsburgh Langley (2940 Sheraden Boulevard 15204)</li> <li>• Pittsburgh South Hills (595 Crane Avenue 15216)</li> </ul>
<b>Dates &amp; Times</b>	Monday, June 29 <sup>th</sup> – Wednesday, August 5 <sup>th</sup> (no camp on Friday, July 3 <sup>rd</sup> ) 8:30 am – 4:00 pm
<b>Enrollment</b>	Open to all K-7 <sup>th</sup> grade students in PPS, with preference given to children who are basic/below basic on assessments and qualify for free/reduced price meals. Applications will be available in mid-March and will be due by May 1 <sup>st</sup> .

**Request for Proposal: Partner Organizations for 2015 Summer Dreamers Academy**
**Appendix L: Checklist for Submission**

<b>Proposal Component</b>	<b>Complete?</b>
Cover Page (one per proposed activity)	
Cover Letter (one per proposed activity)	
Implementation Plan (one per proposed activity)	
Budget and Budget Narrative (one per proposed activity)	
Qualifications and Experience*	
References (3)*	
Work History with the District*	
Legal Actions*	
Financial Statements*	
Insurance*	
Licenses*	
Joint Venture*	
W-9 Form*	
Organization Information/Equal Opportunity Employment*	

\*These items are only required for only required for proposers who have NOT contracted with the Summer Dreamers Academy in prior years.