



Evidence-based tools and guidance
for delivering effective programs

- PLANNING & MANAGEMENT
- ACADEMICS & ENRICHMENT**
- STAFFING & PROFESSIONAL DEVELOPMENT
- SITE CLIMATE
- STUDENT RECRUITMENT & ATTENDANCE

summerlearningtoolkit.org



GUIDANCE FOR SAMPLES:

PITTSBURGH SUMMER ENRICHMENT SELECTION

This document provides guidance on how to use the Pittsburgh Summer Enrichment Selection samples available in the Summer Learning Toolkit. You can also access the samples through the links below or in the [Academics and Enrichment](#) section of the Toolkit.

[PITTSBURGH ENRICHMENT RFP](#)

[PITTSBURGH ENRICHMENT RFP PRE-BID CONFERENCE POWERPOINT](#)

[PITTSBURGH ENRICHMENT PROPOSAL REVIEW RUBRIC FOR NEW PARTNERS](#)

[PITTSBURGH ENRICHMENT PROPOSAL REVIEW SCORE SHEET FOR NEW PARTNERS](#)

[SAMPLE - PITTSBURGH ENRICHMENT PROPOSAL REVIEW SCORE SHEET FOR RETURNING PARTNERS](#)

[SAMPLE - PITTSBURGH ENRICHMENT PROPOSAL REVIEW RUBRIC FOR RETURNING PARTNERS](#)

[SAMPLE - PITTSBURGH ENRICHMENT PROVIDER MEETING](#)

What are the *PITTSBURGH SUMMER ENRICHMENT SELECTION* samples and how can you use them?

Pittsburgh Public Schools selects enrichment providers through a rigorous application and review process. The Pittsburgh Enrichment RFP and Pittsburgh Enrichment RFP Pre-Bid Conference PowerPoint are 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. Appendices of supporting documents and supplemental resources, including regional, state and national out-of-school time resources, are also included. Facilitated by central office management, the Pittsburgh Enrichment RFP Pre-Bid Conference PowerPoint provides an overview of Summer B.O.O.S.T. (formerly Summer Dreamers Academy) and reviews program plans for the upcoming summer, including program leadership and a sample daily schedule. During the conference, program leaders also walk through a detailed review of the RFP and address prospective partner questions.

The district's review team uses the Pittsburgh Enrichment Proposal Review Rubric (one for new partners and one for returning partners) to rate enrichment provider applications in four core areas aligned with the Enrichment Provider RFP: Implementation Plan, Budget and Budget Narrative, Applicant Qualifications, and Overall Proposal. The Pittsburgh Enrichment Proposal Review Score Sheet (one for new partners and one for returning partners) captures reviewers' feedback about the provider's best practices and needs for training and support. This information aids site leaders in supporting partners in program implementation.

Why is a rigorous selection process important?

Offering a range of fun activities has been considered an effective strategy for maximizing after school and summer program participation by practitioners and researchers. It is also an important way to reduce the income-based opportunity gap during summers. Through observations, **RAND** found that quality enrichment was key to creating fun and enjoyable days for students. High-quality enrichment classes included activities that were organized, engaging, and allowed for the majority of students to actively participate for the duration of the class period. A thoughtful selection process increases the odds you will select high-quality providers.

Who can benefit from these resources?

- District central office managers
- School-based program leaders
- Enrichment program leaders

Tips for effective enrichment partnerships

Effective RFPs for enrichment providers will serve multiple purposes: reinforcing the goals and structure of the program; soliciting necessary information for selecting providers; and providing a springboard for joint planning and professional development with district and school partners if selected. The Pittsburgh samples establish requirements for enrichment providers that align with research-based indicators of quality, such as an attendance clause and staffing requirements. Program leaders should be clear in the RFP about all such requirements and expectations so that only qualified and capable providers apply.



Additional tips include:

- In the fall, program leaders should identify goals and expectations for enrichment programming; establish the process for recruiting, selecting and hiring providers; develop the RFP; and schedule the bidder's conference. To support effective and positive programs for students, district leaders should:
 - ✓ keep enrichment class sizes small
 - ✓ ensure hired enrichment instructors have relevant content knowledge
 - ✓ ensure that enrichment instructors have written lesson plans that include sequenced activities that will involve all or most students in an activity during most of the class session

All of these quality factors can be prioritized through the RFP and bidder's conference.

- Distribute the RFP and hold the bidder's conference in early winter. You may choose to share first with previous partners and only open up to new providers if necessary. Consider targeted recruitment of promising partners.
- Establish a diverse team of reviewers with strong knowledge of program content and design. Pittsburgh's review team is composed of cross-departmental district staff and individuals from the Allegheny Partners for Out-of-School Time, a local intermediary.
- Once providers are selected, use and share relevant proposal content to help providers shape lesson plans that meet program goals.

