

Millbrae Elementary School District
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Request for Proposal (RFP) MESD 22/23-01

After School Education and Safety Program (ASES) for the Millbrae
Elementary School District at Lomita Park Elementary School

Date Issued: May 18, 2022

Deadline for Submission: June 3, 2022

ASES Grant Award Amount: \$ 142,813.75

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I. INTRODUCTION

The Millbrae Elementary School District is fully committed to the long standing tradition of excellence in education. The Millbrae Elementary School District is a TK-8 district situated in northern San Mateo County adjacent to the San Francisco International Airport. The District operates five schools: Green Hills Elementary, Lomita Park Elementary, Meadows Elementary, Spring Valley Elementary and Taylor Middle School.

The Millbrae Elementary School District currently serves approximately 2,100 students, Kindergarten through eighth grade, from diverse backgrounds. The Millbrae Elementary School District is a recipient of the After School Education and Safety (ASES) grant. Lomita Park Elementary is the only school in the district that qualifies for this grant.

It is the desire of the district to provide our school community a coordinated system of effective programs, services and resources that, in partnership with district and site administrators, teachers, support staff, families, and community organizations, foster safe, caring, learning environments where all students flourish and achieve at their highest potential.

It is our vision that Lomita Park Elementary students experience a seamless transition between the regular school day and the after school program from a program that would expand upon learning opportunities provided during the regular school day including homework assistance, essential grade-level skills, data-driven instruction, behavioral expectations, social-emotional support embedded into all activities and lessons, student voice and choice and a comprehensive arts program. Students will be provided with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence and physical and mental health so that each student can achieve his or her maximum capability.

PURPOSE OF THIS REQUEST FOR PROPOSAL

The Millbrae Elementary School District (MESD) is issuing this Request for Proposal (RFP) to identify a qualified agency to provide, with fidelity, implementation of the specific certified assurances as stated in the ASES Grant and to provide services to students at Lomita Park Elementary School the 2022-2023 school year. Our aim is to provide a creative, flexible, well-structured program to enhance each child's learning experience, a place where children become positive role models striving for high expectations focusing on literacy and academic success in a positive environment. In addition, students are provided specific, standards based activities focusing on academic enrichment and physical recreation. The ASES program shall be provided at no cost to the families of the Lomita Park Elementary School and each student is provided daily with supper and nutritious snacks prepared by the district's Child Nutrition department. The ASES program is funded to serve an average of 100+ students.

MESD is soliciting proposals which align to the goals and objectives of the After School Education and Safety grant:

- To provide academic, literacy and social-emotional well-being support
- Safe, constructive alternatives for students that they might not normally have access to

Our needs include providing high quality educational enrichment opportunities for our students such as technology including math, language arts, STEAM activities, social-emotional support, art, physical activity, character building and a safe nurturing place for students that provides for the needs of the whole child. It is

essential that the provider be capable of embedding social emotional learning support into all lessons and activities for the 2022-2023 school year.

The funding provided by MESD is intended to:

- Operate a before and after school program during the regular school year.
- Provide direct services to MESD students at the Lomita Park Elementary School.
- Improve the academic performance in reading/language arts and mathematics of students who are performing/failing or are at risk of failure, as identified through state and local assessments.
- Demonstrate community partnership in delivering programs and services to children and families.
- Improve the physical health, mental health, and wellness of students.
- Increase student participation in visual and performing arts including music, drama, and arts.
- Develop student awareness and appreciation of different cultures.
- Increase opportunities for service learning and community service opportunities
- Increase college and career awareness.
- Provide information, educational resources, parent engagement for families, educational programs and activities which enhance youth and adult learning.
- Provide enrichment opportunities for students that extend beyond the school day.
- Provide priority support for students who are homeless or in foster care
- Collaborate with MESD to develop and implement a sustainability plan in order to create a robust and comprehensive program.

ELIGIBLE AGENCIES

Agencies eligible for ASES funds granted to the District must have experience in serving students who attend schools with a high concentration of economically disadvantaged students and must be eligible to service children ages 4-12. Eligible agencies must be able administer and maintain California Department of Justice (DOJ) fingerprint and criminal background investigation requirements of Education Code section 45125.1 et. seq.

AWARDS AND DURATION

The MESD seeks a single agency to provide services at Lomita Park Elementary School. MESD is not obligated to award contracts under this RFP.

When planning your proposal, please be aware that the District withholds 15% of the ASES grant funds for grant administrative expenses.

ASES Grant (100%) = \$142,813.75

The MESD ASES contract will be an initial award for 2022-2023 with the ability to secure grant funding for the following subsequent year. Pending a review of progress in meeting established outcomes for 2022-2023 will determine a subsequent award for 2023-2024. Awards made under this RFP are subject to the approval of the Board of Trustees of the Millbrae Elementary School District.

ADDITIONAL REQUIREMENTS

- Maintain attendance in compliance with the ASES grant requirement. Failure to maintain attendance at Lomita Park Elementary may result in non-renewal of the contract or fiscal penalties.
- Submit annual budget prior to August 1, 2022.

- Submit monthly expenditure reports in ledger format by the 15th of each month with original copies of receipts for items purchased over \$250.
- Submit Monthly Attendance Reports by Site and by student by the 15th of each month. These reports must include Early Release Forms for any student leaving early and documentation for any student arriving late, as well as corresponding copies of Sign-in and Sign-out Sheets.
- Work with MESD to demonstrate progress has been made toward meeting the program goals as outlined in the contract agreement; and collect data that addresses the performance indicators of the ASES program. Aspects of reporting are subject to change based on state requirements.
- Utilize an electronic reporting system.
- Participate within District-wide initiatives (i.e., Bullying Awareness and Prevention, Health and Fitness, PBIS Behavior Management, Social-Emotional Learning, Trauma Informed Training, Restorative Practices, etc.).
- Maintain a safety plan consistent with the District's safety plan and Pandemic Recovery Framework published by the San Mateo County Office of Education, which include COVID Safety protocols consistent with the California Department of Public Health, Centers for Disease Control and District guidelines.
- Assign a Unit Director to the ASES program who will attend monthly meetings with the Lomita Park Principal and ensure coordination and ongoing communication between the entities.
- Provide after school enrichment programming for eligible students determined by the District for a minimum of five (5) days per week, (3) three hours per day.
- Meet the requirements set by the MESD for an Intervention Paraprofessional.

II. PROGRAM ELEMENTS

Eligible organizations that receive an award may use the funds to carry out after-school activities that advance student achievement and that can be tracked and evaluated. Agencies are encouraged to address as many of these components as possible in their proposal narrative. There are a number of components to a high quality after-school program. These include, but are not limited to:

- Linkages between school-day and after-school content, curriculum, and personnel and how the program that will provide is an extension beyond what the school day provides
- High academic standards
- Homework assistance and tutoring services
- Embed social emotional learning into all lesson and activities
- Remedial education activities and academic enrichment learning programs, including providing additional assistance to students to allow the students to improve their academic achievement
- Science, Technology, Engineering, Arts, and Math (STEAM) activities
- Arts and music education activities including, but not limited to, dance, choir, instrumental music, drawing, painting, crafts, etc.
- Service Learning and community service programs
- Healthy living including mindfulness, nutrition, and self-care
- Behavior management consistent with site practices utilizing positive supports including PBIS, Restorative Practices, and Trauma Informed Strategies, to name a few. This should include anti-bullying policies, awareness, and education for students, staff and parents
- Attention to safety, health, physical activity and good nutrition
- Technology education programs
- Programs that promote parental involvement and family literacy
- Programs that provide assistance to students who may be truant or highly at-risk to allow the students to improve their academic achievement and attendance
- Prevention programs (risk reduction and health promotion), counseling programs, social skills, and character education programs
- College and career awareness activities
- Cultural awareness and sensitivity including celebration of Black History Month, Women's History Month, Hispanic History Month and other events bringing awareness to the diversity within our community
- Support for English Learners, Homeless and Foster youth
- Supports and services for students who are special education or have accommodations through Section 504
- COVID-19 precautions and protocols to maintain student and staff safety
- Evaluation of program progress and effectiveness
- Provide timely and accurate data reports to the district based on timelines detailed above that will allow the District to complete required quarterly, semi-annual, and annual reports

III. TIMELINE

RFP Release Date	May 18, 2022
Proposal Due Date	June 3, 2022
Proposal Evaluation Period	June 5, 2022
Board Presentations	June 14, 2022
Award Notification	June 15, 2022

IV. SUBMISSION CRITERIA

To apply in response to this Request for Proposal (RFP), please mail or hand-deliver (1) one single-sided original and (5) single-sided copies of your proposal by 2:00 p.m. on Friday, June 3, 2022 to:

Millbrae Elementary School District
Attn: Business Office – ASES RFP
555 Richmond Drive
Millbrae, CA 94030

Responses must be received by the deadline to be considered. Responses not received by the deadline will be returned unopened to the proposer.

Any questions regarding this RFP must be in writing and submitted by May 27, 2022, 3:00 pm, to Ralph Crame, Chief Business Official and Angela Smith, Executive Assistant to the Chief Business Official at:

rcrame@millbraesd.org

asmith@millbraesd.org

Please specify "RFP 2022-2023/01 for ASES" in the subject line. Do not contact or solicit individual schools regarding this RFP.

GENERAL INFORMATION AND PROPOSAL FORMAT

Agencies are requested to answer the questions in the order and format presented in the RFP both to assure that all agencies present their material in a consistent manner and to promote ease of proposal review.

Proposals that do not adhere to the following format will be disqualified:

- a) Narratives must not exceed 30 pages double-spaced, on white 8.5" x 11" paper, 12-point font, Times New Roman. Include all requested supporting documents in the Appendices, which do not count as 30-page total
- b) Proposal Cover Page Required: Complete and submit the proposal cover page provided in Appendix A of this RFP. The cover page must be the very first page of the proposal package. Do not add any other type of cover or title sheet, and do not use any transmittal letter. It is important that the cover page shows the specific information requested, including agency address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the applicant.
- c) All pages must be numbered consecutively beginning with number 1 on the first page of the narrative through to the end of narrative. Note: DO NOT number the Cover Page, Assurance Pages, or Schedules
- d) The agency's name must appear on every page, including Appendices.
- e) Please do not staple; fasten with a paper clip at the upper left-hand corner. (Do not submit 3-ring binders)
- f) The agency may not substitute additional attachments beyond those specified in the RFP for the purpose of extending their narrative response. Any material exceeding the narrative limit will not be considered in rating the proposals. Agencies shall not include brochures or other promotional material with their proposals. Do not include test scores or hard copies of surveys. A brief summary of this type of information and/or data can be included in the appropriate narrative section of the RFP.
- g) The agency must send a sealed package including one (1) one single-sided original and (5) single-sided copies of your proposal. Please clearly label the original.
- h) Agencies are asked to be brief, and to respond to each question or instruction listed in Proposal Content. Number each portion of the response to correspond to each question listed.
- i) It is the responsibility of the agency to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may result in disqualification of the proposal, or will result in a lower rating for the incomplete sections.

V. SUBMISSION EVALUATION

The District reserves the right to waive any irregularities or defects in any of the submissions. The District reserves the right to reject all proposals, cancel this RFP, postpone this RFP, or change the timeline for this process at any time. Submitted proposals shall not be treated as public records under the California Public Records Act (CA Govt. Code sec. 6250 et seq.) until an approved vendor is selected or an approved list of vendors is generated.

A representative committee will review and assess all proposals submitted. Proposals will be evaluated pursuant to minimum experience and components of the proposal. This evaluation will include the quality and quantity of successful relevant experience as well as demonstrated level of organizational capability. MESD may request further information from an applicant(s) before making a final decision.

VI. PROPOSAL CONTENT

Structure the narrative by addressing the following:

A. Need for Program (2 pages)

Describe how the proposed programs unique features will address the needs of MESD students and their families and how the programs are expected to improve student learning, including learning in the core academic areas of: reading/language arts, mathematics, history-social science, and science.

B. Program Design (4-8 pages)

Program Description

1. Describe how the program will be aligned with the MESD goals and objectives for the programs as stated in the "Introduction Section."
2. Describe the range and type of programs that will be offered. (refer to Program Elements section)
3. Describe the process you will use to identify eligible students and the outreach services that you will employ to ensure that families of eligible students are aware of the opportunity to enroll in the program.
4. Describe how your program proposes to attract youth and their families. Also explain how you will maintain student enrollment throughout the school year. Specifically describe your strategy to meet attendance requirements consistent with the ASES grant, a minimum of 85% or better. How will program schedules and offerings be designed to encourage and support regular attendance by students?
5. Describe the system that you will use to enroll students, take attendance and manage other student and family demographic data. (refer to Additional Requirements section)
6. Describe your plans to provide for children's safety including sign-in and sign-out procedures. Address at least the following:
 - Sick children/medication policy
 - Emergency procedures
 - Confidentiality
 - Supervision
 - Early Release Policy
7. Describe your procedures for ensuring that foster and homeless youth will receive priority enrollment. Describe the procedures that will be used for these students if the program at a site is at capacity.
8. Describe the organizational structure that will support the ASES program and specifically the program manager/site director.

9. Describe how parent and youth feedback will be included in the ongoing development of the program.

Elements of a High-Quality Program: Describe how the elements below will be addressed and incorporated into the program design.

1. Linkages to and expansions of the school day: Describe the ways in which the program will be connected to the regular school day (e.g. shared staff, space, training, policies, curriculum, leadership support, instructional methods, etc.), and how the program will remain balanced. Also describe ways in which the program will provide learning opportunities that expand upon those provided for the students during the regular school day such as art projects, physical education and social-emotional support and learning.
2. High-Quality Staff: Who will be hired to work in the afterschool program? What standards will be set to recruit and retain high-quality staff?
3. Safe and Appropriate Environment: Describe what actions will be taken to ensure that every child is physically and emotionally safe in the program.
4. High-Interest Programming: Describe the type of programming that will be offered for each age level. What efforts will be made to ensure that programming is student-centered and that every participant has a high interest in what they are doing? What efforts will be made to ensure appropriate grade level and/or developmental level programming?
5. Technology: Describe how you will use technology in the program.
6. Community Involvement: How will you offer opportunities for service learning and community service opportunities?
7. Family Involvement: Describe how you will develop staff/family partnerships. How will families be involved in program planning? What types of family/parent education do you plan to offer? How do you propose to handle family concerns?

C. Organizational Focus: (2-4 pages)

1. Program Leadership: Each proposal must include a director/program manager at a minimum of 30 hours per week. Additionally, the director/program manager must be on site at least 85% of their funded time. Describe what qualifications and background or experience you will require of your site director/program manager.
2. Capacity: What is your organization's capacity to hire, train, and retain staff? State the ratio of qualified teachers to children and total adult/child ratio for your program.
3. Schedule: How will children's activities be planned? Give an example of a typical daily and weekly schedule (not included in page requirement).
4. Professional Development: Describe the types of professional development you offer, how often, when and to whom. Consider: orientation, youth development, fostering positive behavior, regularly

scheduled staff meetings for program development, linking to the school day, how to help with homework, training enrichment leaders or mentors, linking to curriculum frameworks and standards, participation within district-wide initiatives (i.e., Bullying Awareness and Prevention, Health and Fitness, PBIS Behavior Management, etc.).

5. Communication/Information Dissemination: Tell us how the organization will communicate information about the program, including evaluation results, to parents, school personnel, and community in a manner that is understandable and accessible.
6. Materials/Supplies: Describe the type of program materials you will provide,(i.e., pencils, paper, enrichment materials, arts supplies, equipment, etc.). Will you provide: first-aid supplies, walkie-talkies, cleaning materials, etc.?
7. Volunteers: Describe how you will enlist, utilize, orientate, and train volunteers in the running, oversight, and promotion of the program.
8. Special Needs Students: Describe how you will meet the needs of students with special needs, such as those with health issues, extreme behavior issues, mobility impairments and/or students with IEPs.

D. Project Evaluation: (2-4 pages)

1. Identify assessment tools that will be used to determine the needs of the children when they enter the program, during their participation in the program and a post assessment to evidence student growth.
2. How will program planning address individual needs based on the assessment?
3. Describe how children's individual needs will be shared with district and site Administrator as well as individual classroom teachers.
4. Describe how you will improve the academic performance in reading/language arts and mathematics of students who are low performing or are at high risk of failure.
5. How will you demonstrate that progress has been made toward meeting the program goals; and collect data that addresses the performance indicators for the ASES program?
6. Describe your evaluation plan.
7. Describe the data sources (indicators) that will be used to measure program goals, what they measure, and how they will be used to determine success.
8. Describe how the evaluation information will be used to provide feedback to stakeholders and staff and to inform project direction.
9. Describe the continuous quality monitoring process and how you will use the data gathered to improve the program provided to the students. How will you include all stakeholder groups such as students, parents, teachers and administrators?

E. Budget and Narrative: (4 pages)

Please provide a proposed budget as an attachment that includes revenue from all sources, i.e., District contribution, fundraising and grants, matching funds, etc. At a minimum, the budget items should include:

- Revenue
- Staff salaries and administrative cost
- Benefits
- Professional development
- Indirect costs
- Food, supplies, and equipment
- Operating expenses

Please address the following items:

- Indicate the estimated cost per participant per day
- Provide evidence that there is a commitment of adequate resources for all participants

F. Success and Sustainability: (2-4 pages)

1. **Record of Success:** Describe your organization. Include background, experience, and description of existing services provided. Describe administrative support available to the program. List the personnel responsible for the management and supervision of the program. Describe the program-level staff in terms of numbers and job titles along with a plan for children's supervision. Please tell us where and how you have been or are currently successful in implementing after school programs.
2. **Sustainability Plan:** Describe the plans for the continuous strengthening of the partnership between MESD, other community-based organizations, as well as other public or private organizations (if applicable).

G. Other Points: (2-4 pages)

1. Please provide information on any points of innovation that you will integrate into your program.
2. Please describe how success will be measured on innovation.

May 2022
MILLBRAE ELEMENTARY SCHOOL DISTRICT
AFTER SCHOOL EDUCATION AND SAFETY PROGRAM
COVER PAGE

ORGANIZATION	
GRANT CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL ADDRESS	

The undersigned authorized chief administrative official submits this proposal on behalf of the applicant agency, attests to the appropriateness and accuracy of the information contained therein, and certifies that this proposal will comply with all relevant requirements of the applicable laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein. The following signatures and other printed information are required.

AUTHORIZED SIGNATURE	
DATE	
NAME (PLEASE PRINT/TYPE)	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL ADDRESS	

**ASSURANCES TO MEET REQUIREMENTS
MESD ASES PROGRAM**

CERTIFIED ASSURANCES	
The agency will comply and work collaboratively with the MESD to uphold certified assurances.	
Program Elements	
Initials	Description of Requirement
	The program will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following subject areas: language arts, mathematics, history and social science, science, and computer training.
	The program will have an educational enrichment element that may include, but is not limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. Such activities might involve the arts, music, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development.
	The program will provide a safe physical and emotional environment and opportunities for relationship- building and will promote active student engagement.
	The program will collaborate and integrate with the regular school day program and extended learning opportunities.
	The program will provide supper and snack that conforms to the nutrition standards in the California <i>Education Code</i> , Part 27, Chapter 9, Article 2.5, commencing with Section 49430
	The program will provide opportunities for physical activity.
Program Plan	
Initials	Description of Requirement
	Partners to this proposal, as well as school staff, have demonstrated commitment to supporting the program and sharing responsibility for the planning and quality of the program at the designated site(s).
	The program is planned through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g., city and county parks and recreation departments), local law enforcement, community organizations, and the private sector.
Program Operations	
Initials	Description of Requirement
	The program will maintain a student-to-staff member ratio of no more than 20:1.
	The program will begin operation immediately upon the end of the regular school day. (Note: A regular school day is any day that students attend and instruction takes place.)
	The program will operate for a minimum of 15 hours per week.
	The program will operate until at least 6:00 p.m., on every regular school day.
	The program will establish a reasonable early release policy for students attending the after school component.
	All students should participate every day that the after school program operates. Priority enrollment will be given to those students that attend daily.
	Attendance will be maintained at 85% or better or an attendance improvement plan will be implemented immediately until attendance surpasses 85% each day.
	Every student attending a school operating a program is eligible to participate in the program, subject to program capacity.
	The program is not required to charge family fees or conduct individual eligibility determination based on need or income.
	The program will provide all notices, reports, statements, and records to parents or guardians in English and the student's primary language when 15 percent of the students enrolled at the school site speak a single primary language other than English as determined by language census data from the preceding year.
	Priority enrollment will be provided to students who are homeless or in foster care, even when enrollment is at capacity.

Authorized Signature	Date:
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PROGRAM GOALS

Listed below are the five (5) required program goals that **MUST** be reported on throughout the project. You may add others if you choose. Once added they must be reported on for the duration of the project.

Data sources are what you will use (tests, grades, etc.) that are **statistical & measurable** to show outcomes/change. Use only data sources for which you will have results that can be compared within grant reporting timeframe.

Program Goals:

1. To improve the academic performance in reading /language arts and math of students who are low performing/ failing or at high risk of failure. Priority will be given to students who are homeless or in foster care.
2. To improve the health and wellness of youth who participate in the after school program. *This might include but not be limited to: nutrition, physical fitness, social-emotional development/asset building, bullying and harassment prevention, safety issues (fire, bike, water, home alone, dating, car, etc), and/or substance abuse prevention, etc.*
3. To enhance a student's enrichment opportunities by providing a broad array of age- appropriate, student driven, high interest learning opportunities. *This might include but not be limited to: visual and performing arts (art, music, dance, theatre, performances, and exhibits), cultural/multi-cultural activities, service learning opportunities, intramural sports, technology (coding/robotics), financial literacy or career planning and college exploration, and service learning, etc.*
4. To provide information, educational resources, and activities to families, that will enhance youth and adult learning.

Sustainability Goal:

5. To create and maintain relationships with the school day staff. There is a clear plan for strengthening the school day and after school program alignment.