

Request for Proposals (RFP): Fairfax Partnership for Youth Support on Suspension (SOS) Programs

Introduction

This RFP is to solicit proposals for the administration of Support on Suspension (SOS) programs sponsored by the Fairfax Partnership for Youth, one in Falls Church and one in the Alexandria area of Fairfax County during the 2009-2010 school year.

Background

The Fairfax Partnership for Youth (FPY) is a private non-profit organization dedicated to building and strengthening the capacity of the Fairfax-Falls Church community to reduce youth violence and promote positive youth development. The Support on Suspension (SOS) initiative is devoted to promoting the development of safe, structured programs in Fairfax County, offered during school hours, especially for middle and high school students who are out of school due to suspension. During the 2008-2009 school year two such programs were in operation in Fairfax County, *Culmore SOS* housed in Suite 100, Falls Church Human Services Building at 6245 Leesburg Pike, Falls Church, and *Huntington SOS* housed in the Huntington Community Center, 5751 Liberty Drive, Alexandria, VA 22303.

Period of Funding

The period of this contract will be 9 months beginning October 2009 and ending June 2010.

How to Apply

This RFP includes instructions. Proposals may be submitted by mail or in person. **Proposals must be received by Friday July 24 @ 5 pm** at the following location:

Fairfax Partnership for Youth, 10th floor, Pennino/Human Services Building, 12011 Government Center Parkway, Fairfax, VA 22035 or delivered in person.

An optional pre-proposal information session will be held at 10 am Wednesday July 8, 2009, Stemmerman Conference Room, 10th Floor, Pennino/Human Services Building, 12011 Government Center Parkway, Fairfax VA 22035. Email Susan.Lydick@fairfaxcounty.gov to register for the information session. While this information session is not required for submitting a proposal, offerors who intend to submit a proposal are encouraged to attend.

If you are unable to attend the pre-proposal information session but have questions pertaining to this RFP, please submit questions via email to Susan Lydick at Susan.Lydick@fairfaxcounty.gov by Noon, Wednesday July 14. All questions and answers will be posted on the Fairfax Partnership for Youth website as an addendum to the RFP. Go to www.fairfaxyouth.org to obtain a copy of the addendum.

Program Description

Support on Suspension (SOS) is a program developed by the Fairfax Partnership for Youth to fill the gap in academic support and supervision for middle and high school youth in the Fairfax County and Falls Church area created by out-of-school suspensions.

Each SOS program must provide adult supervision and guidance in a small group setting for suspended middle and high-school age youth during school hours. The small group structure is designed to maximize the opportunity for adult positive influence on youth achievement motivation through consistent reinforcement of youth attitudes and behaviors that support academic and social success. The structure allows youth to be successful in their efforts to stay current on their academic assignments and ready to return to school. Specifically the SOS setting is free from the distractions and risks associated with suspended youth being alone during the day or otherwise inadequately supervised. Furthermore adults are available to tutor or guide the youth as needed for academic progress.

Essential aspects of the program involve communication and coordination with parents, school administrators, and teachers to assure that students receive their academic assignments and return completed work to the schools on a daily basis.

Individual SOS programs may vary in terms of enrichment programming and additional services that can be offered to increase the likelihood of long-term positive impact of SOS. Enrichment and additional support services will likely vary depending upon assets available within the host SOS host organization or the surrounding community as well as special needs of the youth being served. Support services may include housing or partnering with a food bank with capability to provide breakfast, snacks, and lunch; transportation services such as public transit vouchers or use van or bus service; youth and family counseling offered by licensed professionals; and youth employment services. Enrichment programs and activities may include but are not limited to social skills development activities, anger management and conflict resolution skill building, goal setting, career exploration, and community service.

Structure of Typical SOS Day:

8 am- Student Arrival and Check in

9-12 am- Student academic work

12-12:30 pm- Lunch

12:30-1:45 pm- Enrichment activities

2 pm-Program Ends

Reporting Requirements to FPY:

FPY requires receipt of a twice per month report on characteristics of students enrolled in the program. Student attitude and behavioral data is collected upon student entrance and exit from the program. This data is reported to FPY once per quarter.

Program Outreach to, Coordination with, and Reporting Back to Schools:

Program success depends on SOS site coordinator or other SOS program staff initiating and maintaining regular communications with school administrators in the surrounding community schools. Communications focus on program logistics such as referral process, referrals to the program, enrollment status of students, and exchange of homework assignments and completed work. Communications are via a combination of school visits, emails, and phone calls and are critical to maintaining trust of school administrators and a true partnership with the schools.

Proposal Instructions: Provide the following

Proposal cover sheet: Include name and title of contact person for this proposal, organization name, mailing address, email address, and phone numbers

Indicate whether your organization is proposing to administer SOS in the Falls Church area, the Alexandria area, or both sites?

Qualifications of Applicant:

Address the following:

- 1) What experience, talents, qualifications, support, and partners does your organization have that will make this SOS program(s) successful?
- 2) What type of staffing or support (if any) will you need to add to your organization to administer this SOS program(s)?
- 3) What is your organizational structure?
- 4) Include a position description for SOS site coordinator and other key personnel as well as qualifications and background checks required.
- 5) Describe how volunteers will be used. Include volunteer position descriptions, responsibilities, and expected number of volunteer hours related to this SOS program(s).

Operating Plan:

- 1) Describe your plan for site staffing and include plans for adult/youth ratio and supervision. A safe and appropriate plan may include a combination of paid and volunteer site staff.
- 2) Include a statement regarding organization's risk management procedure and insurance coverage to cover liability.
- 3) What hours of program(s) operation do you propose to optimize overlap with school hours?
- 4) Does your organization have program space available in which to offer SOS? Describe.
- 5) Does your organization have telephone, computers with telecommunications access, copier, and fax that can be used by the program? Describe.
- 6) Can your organization provide any transportation assistance to students? For example does your organization own a shuttle bus or van that you can operate to pick up and drop off students? Describe.
- 7) Identify community/partners/supportive organizations that will be involved to ensure SOS program(s) implementation and success. For example, include letters of support from school

administrators, school PTAs, civic and service organizations, businesses that have agreed to provide supplemental financial support, volunteers for school and community outreach, in-kind support such as program space, food donations for breakfast, snacks, and lunch, transportation, enrichment programming, other.

Proposed Budget: Provide Total program costs and what costs your organization would need FPY to cover.

- 1) Personnel costs: Salary(s), fringe benefits, payroll taxes.
- 2) Direct costs: (Rent, utilities, equipment, if your organization proposes to provide SOS program space; supplies, telecommunications, printing/copying, postage , travel, enrichment materials, food)
- 3) Indirect Costs: Administrative costs

Selection Criteria

A Selection Advisory Committee (SAC) has been established to review and evaluate all proposals submitted in response to this RFP. The committee shall conduct an evaluation of all proposals on the basis of the information provided with the proposal and the evaluation criteria listed below:

- 1) Offeror is qualified to provide proposed services
- 2) Offeror's proposed service is available
- 3) Offeror's organization demonstrates cultural competency
- 4) Offeror's proposal demonstrates integration with other community partners that will increase leveraging of community assets and the success and sustainability of the program
- 5) Reasonableness of the budget submitted

Award: The Award(s) will be announced by August 14.

The Fairfax Partnership for Youth welcomes and looks forward to receiving your organization's proposal.