



**Office of Expanded Learning Time
Newark Public Schools
Student Center
Request for Proposal
Community Partners (Vendors)**



2017-2018 School Year

Greetings,

The Newark Public Schools (NPS) Student Center, located at 230 Broadway was opened in May of 2008 amid much fanfare and excitement. The innovative vision of former Newark Public Schools superintendent, Dr. Marion Bolden, this unique facility is for the use of high school students to gain additional academic support, career related training, as well as access to space for study, research, and student leadership group meetings.

Through utilization of on-site studios and participation in workshops, mini-camps, and a variety of other activities students get extraordinary and valuable learning opportunities. The schedule of activities and initiatives changes frequently to continuously expose students to a variety of options, some current activities include: Graphic Design, Hip Hop Dance, Drama, culinary arts, Coding and Gaming, Self-Defense, Photography, Studio Recording, Healthy Lifestyle activities, Spoken Word and Mural making.

The Students:

The Students that attend the NPS Student Center are attending by choice. They come to the Student Center to get academic support, to socialize, learn and explore. To that end, all activities that we do at the Student Center are designed "for students, by students" #fsbs. This means that the Program Leaders regularly ask the students what they want, creating a culture of co-ownership, cooperation and true interest in what they learn and experience. Therefore, when the students select their activities, they are better engaged and attended.

Next Steps:

Please complete the application on page 6 after reviewing program details. For questions, please email Sarah Cruz at s5cruz@nps.k12.nj.us

Thank you.

Overview:

The Office of Expanded Learning Time with funding from the Victoria Foundation is requesting Community Partners (i.e: Vendors, CBOs, Partners) to propose a program design that would support the Newark Public Schools Bolden Student Center activities and/or operations.

Proposals are accepted throughout the year for each of the 5 sessions, based on the schedule below.

Session	Deadline for Proposal	Notification	Mandatory Training
9/18-11/3	August 25	September 1	September 14
11/6-12/15	October 13	October 20	October 26
1/2-3/2	December 8	December 15	November 30
3/5-5/4	February 16	February 23	March 1
5/7-6/15	April 13	April 20	April 26

Please Email completed proposals to: Sarah Cruz: s5cruz@nps.k12.nj.us

Proposal Contents

Proposal should provide all information requested in the format below:

- The proposal should be submitted in Microsoft Word format provided.
- Pages, including attachments, should be numbered sequentially and include a header or footer identifying the Organization Name
- Applications must not exceed 10 pages total, including a cover page.
- A quote for services must not exceed \$45 per hour. If additional funds are needed, please provide a detailed justification for the increased amount.

The proposal package should include the documents listed below in the following order:

- Program Summary/Cover Page
- Proposed Services & Work Plan
- Organizational Capacity
- Quote for Services based on the dates of service, which must include all costs (detailed descriptions must be added if the quote amount exceeds the budget of \$45 per hour)
- Department of Purchasing/Vendor Set Up Documents and W-9 (for new vendors)

Program Description:

In September 2017, the Newark Public Schools will celebrate 10 years that the Marion A. Bolden Student Center has been open for the use of Newark High School students. The Student Center was the innovative vision of former Superintendent Dr. Marion Bolden. Over the last nine years the primary **Mission of the NPS Student Center** has remained consistent:

To provide an afterschool safe haven of academic, artistic, and civic enrichment activities for students in grades 9-12.

This mission is accomplished through a holistic approach of channeling every student who frequents the student center into activities of their interest and choice. The goal of all activities is to provide students with career and college related experience, information and guidance. This is done through workshops, mini-camps, special speakers and field trips. The motto of the Student Center is “For Students by Students” (#FSBS); meaning student voice, choice and participation is crucial to the program's success. To that end, any person who is proposing a program must commit to a session of demonstration and allow students to give feedback and build interest. **Partners must make student engagement a priority to ensure that students participate in the planned activities.**

General Program Schedule:

<p>School Dismissal-4 PM 4 PM-6 PM 6 PM</p>	<p>Supper/Homework/Tutoring/Physical Activity Workshops, all workshops are for a 2 hour period Dismissal (Wednesday, Dismissal is at 6:30 PM)</p>
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Session Dates

Sessions	Dates	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
1	9/18-11/3	Sept.: 18, 25 Oct: 2, 16, 23, 30	Sept:19, 26 Oct:3, 10, 17, 24	Sept: 20, 27 Oct: 4, 11, 18 Nov:1	Sept: 21, 28 Oct: 5, 12, 19, 26 Nov: 2:	Sept: 22, 29 Oct:7, 14, 21, 28 Nov: :3
2	11/6-12/15	Nov:6, 13, 20, 27 Dec: 4, 11	Nov: 14, 21, Dec: 5, 12	Nov: 8, 15, 29 Dec: 6	Nov: 16, 30 Dec:7, 14	Nov:17, De::8, 15
3	1/2-3/2	Jan: 8, 22, 29 Feb: 5, 12, 26	Jan:2, 9, 16, 23, 30	Jan:3, 10, 17, 24, Feb: 7, 14, 21	Jan:4, 11, 18, 25 Feb:1, 8, 22 Mar:1	Jan: 5, 12, 19, 26 Feb:2, 9, 16, 23 Mar:2
4	3/5-5/4	Mar: 5, 12, 19 April 2 9, 16, 23, 30	Mar: 6, 13, 20 April: 3, 10, 17, 24 May: 1	Mar: 7, 14 April: 4, 11, 18 May: 2	Mar: 8, 15, 22 April: 5, 12, 19, 26 May:3	Mar: 9, 16, 23 April: 6, 13, 20, 27 May: 4
5	Tentative	5/7-6/15	TBD by 4/6			

JOINT RESPONSIBILITIES OF PARTNERS and NPS

Pre-Program Planning and Logistics

- Participate in mandatory pre-program planning meetings as scheduled to determine program structure and activities
- Identify and hire all program teachers
- Plan to Demonstrate activities with students for 4 hours prior to start of program

Program Implementation

- Implement program design as agreed upon in design process and proposal review.
- Supervise teaching artists
- Establish regular check-ins with teachers and NPS staff and to review program activities, coordinate goals, and address specific problems
- Implement family engagement opportunities when appropriate
- Make the presentation and sharing of youth work a part of plans and outcomes, plan to participate in Student Center culminating activities and events.
- Support student attendance by building connections with students that include communication about future activities and meetings dates

Finance & Funding

Funding or in-kind contributions and matches from Partners is welcome. NPS has committed significant resources and in-kind support for the Student Center, including facilities, food service, administration, security, transportation and evaluation.

Fingerprinting

Fingerprint & background checks must be completed by all partners for their staff who will come in contact with the children. If you already have staff members fingerprinted through your organization, please provide records.

Quote for Services must include the costs of:

- Fingerprinting for teachers
- If needed, Curriculum/program development & planning
- Instructional, enrichment, or recreation supplies/materials

All other program costs including staffing, planning time, all program activities, supplies, culminating events and family engagement activities must be included in the cost of the program

Payment

- Payments will be made by NPS.
- Billing and payment processes will be reviewed in the partnership notification letter and at the Mandatory Partners meetings.

Partnership Notification Process

It is anticipated that Partners selected to implement programs for this program would be notified of their acceptance as noted on page one of this document

PROPOSAL /COVER PAGE

(PLEASE ATTACH A COMPLETED COVER PAGE TO YOUR PROPOSAL/APPLICATION)

Vendor Name: [Click here to enter text.](#)

Address: **Street:** [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Click here to enter text.](#)

Zip Code: [Click here to enter text.](#)

Name of CBO Executive Director/CEO: [Click here to enter text.](#)

Phone #: [Click here to enter text.](#)

Fax #.: [Click here to enter text.](#)

E-Mail Address: [Click here to enter text.](#)

Phone #: [Click here to enter text.](#)

Fax #.: [Click here to enter text.](#)

E-Mail Address: [Click here to enter text.](#)

Signature _____

Date _____

Application

Based on the Bolden Student Center Program Design, please complete the following questions
Please clearly articulate the services that are being proposed and clearly answer the following questions, in order and in the space provided. Attachments are allowed as long as application does not exceed 10 pages.

Proposed Services & Work Plan (maximum 5 pages)

1. Indicate the period of service you are available for: Please see the list of dates on page 2 and indicate which sessions and days of the week.
2. Describe the program being offered in the structure of our schedule in a Syllabus Format with objectives for each session/week. Please include how the proposed activities will address : <ul style="list-style-type: none">● Student voice and choice (For Students by Students)● College and Career Awareness● Social and Emotional Learning
3. How will the program support the Bolden Center goals to: <ul style="list-style-type: none">● Recruit and maintain high and regular student attendance● Encourage attainment of academic success
4. Describe the staffing for this program. Explain how staff will be oriented, trained, supervised, and supported. If volunteers are used in any capacity, please detail how they are used and screening requirements.

Organizational Capacity (maximum 2 pages)

5. Briefly describe your organization's history, and what unique assets will your organization bring to program participants, their families, and the school community?
6. Identify the management team who would be responsible for managing the programs in NPS including details as to their role and responsibilities as well as relevant experience and qualifications.
7. Describe the capacity of the organization to maintain financial stability while payment is rendered from NPS. (the process of payment is Net 30 days if all paperwork is submitted correctly and on time)

Budget

7. To be equitable and ensure all students get an equal amount of Enrichments, we have set the payment to \$45 per hour. <u>If there is a need to exceed that amount, please explain the budget outline and justification in the application.</u> <u>If your services are in kind-please indicate so.</u>
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