



San Francisco Unified School District
 ExCEL Afterschool Programs
 Request for Qualifications 2011/2012



The San Francisco Unified School District (SFUSD or the District) ExCEL Afterschool Programs Office invites interested community-based organizations (CBO) to respond with their qualifications to serve as a Lead Agency in designing, planning, coordinating and operating an effective and high-quality afterschool program. With this Request for Qualifications, the District will provide to principals and individual school site stakeholders a list of pre-qualified CBOs from which principals and stakeholders may evaluate and choose as a Lead Agency.

I. Overview:

SFUSD has engaged all of its school communities in a series of opportunities to assess the level of support and alignment that exists in school programs to the District’s Strategic Plan, “Beyond the Talk: Taking Action to Educate Every Child Now.” The major goals that serve as the foundation for all District efforts are:

- 1. Access & Equity: Making Social Justice a Reality**
- 2. Achievement: Engage high achieving and joyful learners**
- 3. Accountability: Keeping our Promises to Students and the Families.**

In order to achieve these goals, the success of the District’s ExCEL Afterschool Programs is critical.

II. Funding

ExCEL Afterschool Programs are funded by California’s After School Education and Safety (ASES), 21st Century Community Learning Centers, and 21st Century ASSETS grants. ExCEL Afterschool Programs are enhanced by in-kind and cash contributions from local funders and agencies. The afterschool programs provide a safe place for students to go to after school and focus on the following program components:

Academic Support: Students study subjects such as writing, reading, math, science, social studies, and technology. In addition, high school ASSETS programs focus on post-secondary success and support with the CA High School Exit Exam.

Recreation: Students participate in structured physical activity, intramural sports, dance and aerobics.

Enrichment: Students participate in classes such as life skills, arts, cooking, music and more.

III. Preparation and Submittal Procedures

A. Timeline

The **TIMELINE** for this Request for Qualifications (RFQ) is as follows:

Release of RFQ:.....	March 4, 2011
Submission of RFQ:.....	March 21, 2011
Notification of CBO’s Approved to Serve as a Lead Agency.....	April 11, 2011

RFQs must be received at the District’s Administrative Office at 555 Franklin Street, Third Floor Reception area, San Francisco, CA, 94102, by **2:00 p.m. Monday, March 21, 2011**. Statements of Qualifications (SOQ) will not be accepted after the deadline.

B. Inquiries

Questions related to the RFQ must be submitted by email to Yashica Crawford, Manager of the District's ExCEL Program Office at: excelrfq@sfusd.edu.

The question submittal deadline is 5:00 p.m. Thursday, March 10, 2011.

Responses to questions will be posted on the ExCEL website (www.healthiersf.org/excelafterschool) by 5:00 p.m., Monday, March 14, 2011.

IV. Submittal Format, District Policies and Criteria for Lead Agency Qualifications:

A. Format and District Policies

SFUSD's ExCEL Office invites Statements of Qualifications (SOQ) for pre-approval as an Afterschool Program Lead Agency commencing in the 2011/2012 school year. This approval list may be extended beyond the 2011/2012 school year at the discretion of the District. CBO's interested in serving as a Lead Agency for one or more schools must submit a statement of qualifications that clearly responds to how the agency meets the criteria outlined below. Only ONE SOQ should be submitted regardless of the number of schools the CBO aims to support. The SOQ should describe the qualifications in terms of supporting the District's ExCEL Program and not specific to any particular school.

The SOQ must be typed, single spaced, with a minimum of one-inch margins on each page. Use no less than 12-point font. Include the page number and CBO name at the bottom (footer) of each page. The SOQ must be no more than THREE 8.5 x 11 inch pages in length.

In addition, each CBO must submit its most recent audited financial statements. If no audited financial statements are available, then financial statements certified by the Executive Director or Board of Directors of the CBO as a true representation of the CBO's financial condition may be submitted. Submitted financial statements should be marked as confidential. Submitted financial statements will be returned to the CBO upon completion of the RFQ process. The SOQ must be stapled, and unbound. Submit one (1) original and four (4) copies of the SOQ. The SOQ cover sheet must be stapled to the top of the qualifications package.

No late submittals will be accepted.

The District reserves the right to waive any irregularities or defects in any SOQ. The District reserves the right to reject all SOQs, cancel this RFQ, postpone this RFQ, or change the timeline for this process at any time. Statements of Qualifications shall not be treated as public records under the California Public Records Act (Cal. Govt. Code sec. 6250 et seq.) until a final list is generated. Financial statements shall be exempt from disclosure and returned to the CBO when a list is generated, or the RFQ process is otherwise completed.

A representative committee will review and assess all SOQ's for approval. Appeals to any decisions made by the review committee must be requested in writing no later than noon on Friday, April 15, 2011 to the Superintendent's designee, Kevin Truitt, Associate Superintendent – Student Support Services Department. The decision of the Superintendent or his authorized designee is final.

B. Statement of Qualifications (SOQ) – the following criteria described in sections 1-6 below MUST be addressed for a complete SOQ submission.

① Alignment and Support of District Goals and ExCEL Program Components

Evidence of the CBO's commitment to the goals of SFUSD's Strategic Plan and a commitment to supporting school communities in providing an Afterschool Program that is focused on the ExCEL Afterschool program components of Academic Support, Recreation and Enrichment while directly adding

value to the overall school program and assisting the school achieve its own unique goals as specified in their Balanced Scorecard.

② History and Reputation of the CBO with respect to Program Leadership

The CBO can refer to specific evidence that demonstrates a positive track record of the capacity to effectively coordinate the entirety of a school's afterschool and/or extended-year program. Specifically, this means that the agency has the organizational structure in place to comply with all district and state policies and procedures, the leadership to supervise program staff and provide them with ongoing monitoring and feedback, the resources to provide appropriate professional development to ensure ongoing program improvement efforts that are aligned to the "elements" of a high-quality Afterschool Program, the knowledge and expertise to respond to technical assistance needs in a timely manner, and, lastly but by no means less importantly, the agency has achieved a positive reputation with respect to its ability to effectively communicate with various partners in a way that consistently achieves clear understanding.

③ Ability to Assess Needs and Effectively Utilize Data to Achieve Results

The CBO can refer to specific data that demonstrates the agency's ability to conduct a needs assessment of a school program, identify the strengths and areas of necessary improvement, set measurable outcomes aligned to the areas of improvement, monitor the progress, successfully achieve the goals set forth, and strategies to celebrate and acknowledge the efforts that led to success.

④ Experience, Skills and Capacity of Staff

The CBO must show it is led by a high-quality administration and staff that has the capacity and talent to achieve success, the diversity to assist in effectively communicating and collaborating with the wide range of members within a school community, and a personal passion and commitment to providing the highest quality Afterschool Programs for the children and youth of San Francisco. CBO must make available, upon request, curriculum vitae, or resumes for all administrators and staff that are proposed to work with the District if approved as a Lead Agency.

⑤ Successful Engagement Strategies for Students, Parents and Families

The agency can illustrate examples of the capacity to effectively engage a large number of diverse students on an ongoing basis who demonstrate the desire and enthusiasm to participate in the program at a very high and consistent rate. Additionally, the agency can illustrate specific examples and strategies it has developed that actively engage parents and family members throughout the school year. A CBO should, if possible, submit attendance metrics for a minimum of three years.

⑥ Efforts and Success in Increasing Financial Capital

The CBO can demonstrate previous efforts that show a strong desire and willingness to seek multiple opportunities to increase the funding of the program to expand and enhance program offerings. The CBO can also demonstrate that these efforts have led to successfully being awarded various grants, donations, and/or philanthropic support that has significantly increased the financial capital of the programs it has been contracted to lead.

V. Approval and Lead Agency Contracting Process

- The RFQ Process will identify a list of Community Based Organizations that have been PRE- APPROVED to serve as Lead Agencies for individual school site ExCEL Afterschool Programs.

- School communities may continue their current partnership with their After School Program Lead Agency pending approval through this RFQ process. If the school community determines that a new partnership should be pursued, the Principal will inform SFUSD's ExCEL After School Programs Office and work with their District Coordinator to go through the Lead Agency Selection Process involving CBO's from the approved list.

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**STATEMENT OF QUALIFICATIONS (SOQ) COVER SHEET
 RESPONSE TO: SFUSD EXCEL OFFICE REQUEST FOR QUALIFICATIONS
 FOR AFTERSCHOOL PROGRAMS LEAD AGENCIES**

SPRING 2011

Complete this Proposal Cover Sheet. This will serve as the front cover of your proposal. An Official authorized to bind the entity must sign it AND initial the assurance statement below.

Name of Agency/Organization	
Tax ID #	
Executive Director Name	
Email / Phone number	
Additional Agency Contact Name & Title	
Email/Phone number	
Agency Address	
Signature of Executive Director	

After School Service Preferences:

Grade Levels that your organization serves: (Please check all that apply)	Please list any geographic or neighborhood preferences/limitations and total number of sites your organization has the capacity to serve:
<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School	

Submit 5 hard copies, 1 original plus 4 copies, of the entire SOQ packet:

Contents:

- Cover Sheet**
- 501(c3) statement form (if applicable)**
- CBO financial statements (preferably for the last three years)**
- Organization's most recent AUDIT**
- Statement of Qualifications - Section IV-B Criteria 1-6 (not to exceed 3 pages)**

SOQ Submission Deadline: Monday, March 21, 2:00 p.m.

Submit to: Kevin Truitt, Associate Superintendent, 555 Franklin St, 3rd Floor, SF, CA 94102