



Summer Youth Connect
Career + College Connections
Request for Proposals
Questions & Answers

March 9, 2010

Q1: I sent in a question last week in regards to the mayor's office potentially providing some funding for youth who enroll in summer school? Is there any information on this yet, we are considering writing some tuition assistance into our budget request if not as the majority of youth we intend on serving qualify for free or reduced lunch.

A1: We apologize for the delay in answering; for some reason this question did not make it to us last week. There is no need to write tuition assistance into budgets as all youth in the C3 program will have one semester of summer school tuition paid by their school district via the MOUs the Mayor's Office is working on securing with each district.

February 23, 2010

Question 1 is carried over from the February 19 Bidders Conference:

Q1: How will the Academic Priority Student eligibility requirement be verified for prospective program participants? How will the selection be made of which eligible students are selected with limited enrollment slots?

A1: The Mayor's Office will take responsibility for verifying with school districts potential participants' Academic Priority status. Selected contractors will conduct outreach and submit to WSI (on a form provided by WSI) potential participant information. These lists will go to the Mayor's Office where verification will occur through the school districts. The Mayor's Office will then conduct a lottery to fill the available enrollment slots, including slots for alternates. A revised C3 Application Process depicting this flow has been posted with Bidders Conference material on the website.

Q2: Do we need to identify one or more specific school district (and/or specific school building) as our partner in the proposal? Do we need a letter of support from each school district (or specific school) partner? May we add another school district if we are awarded a grant?

On page 8 of the RFP under Description of Program Design, the second bullet says the East County proposals describe outreach efforts that ensure program applications are distributed across the districts: Centennial = 10%, etc. That suggests we need to specify each district partner; may we work with multiple partners?

On page 10 under Letters of Support it says include letters from all collaborative stakeholders identified in the narrative but adds “Although representatives from all partners and/or stakeholders may not be identified at the time of this application, Bidders will need to clearly outline the process to engage key stakeholders in the narrative.” So, does that mean we have to have a letter of support from at least one school district? Can we add a district after the grant is awarded if we show we have the contacts and process required to engage them before the program starts?

On page 3 it says under Recruitment & Selection that “The Mayor’s office will work with each school district to identify an appropriate point person to assist with student outreach. The contractor may also utilize existing relationships.” Again, this initially seemed to suggest that a district might decide that it wants to participate after the funding deadline.

A2: The six districts identified in the RFP are a part of the Education Cabinet and intend to participate in the C3 program. As specified in the RFP, the intent is that participation will be roughly equal to each district's percentage of the county school population. Furthermore, the contract will be divided between PPS schools, and east county schools. Conversations with district-level administrators are ongoing with the intent of identifying a direct contact for this effort.

Because this program is targeted at students from both traditional and alternative education settings, a contractor's ability to form partnerships with individual schools and school districts will be a factor in reviewing the RFP. To the extent those relationships already exist or develop as a result of developing a proposal, bidders should identify these relationships. A letter of support is not required from each school district; however, if outside partners (including individual schools or school districts) will be responsible for a substantial aspect of the proposed design, a letter of support should accompany the proposal outlining their commitment.

February 19, 2010

Q1: Is the Career + College Connections RFP open to Washington County contractors?

A1: The services are targeted to youth who are residents of and attending schools (including alternative and charter) within one of the six school districts within Multnomah County. Where the corporate office of a service provider is located is not relevant, but service delivery must be available to the participants within the participant’s geographic area.

Q2: Regarding the Participant Incentive amount to be provided by the Mayor’s Office (the leverage amount in the Budget Workbook Instructions is calculated as \$120 per participant):

- 1. Is \$120 per participant the maximum amount the program can access to attract/retain participants?**
- 2. Are there restrictions on how much will be available per participant per week?**

A2: The Mayor's office is still finalizing these leveraged resources.

1. The \$120/student is anticipated to be a minimum amount; if more funding is secured it will be passed along through this channel. Whatever is secured for this purpose will be divided among the total anticipated students to be served by all contractors. Proposers may write a program design that utilizes more or different sources of leverage for this same purpose, and should show that on the budget summary page as leverage.
2. The incentives are intended to "incent" completion of the program. To that end we would discourage giving all the incentives early in the program. The incentives are currently conceived of as gift cards. Proposals should give information about how the program design utilizes incentives – including how incentives would be structured. See page 5 of the RFP, "Additional Program Considerations."

Bidders Conference
February 18, 2010

Q1: Will the program recruit students from all PPS schools?

A1: Yes. Students of all PPS schools are eligible to participate. The City is working with PPS to determine if it makes sense to identify some schools for targeted focus and outreach, including charter and alternative schools.

Q2: Has a location been decided for summer school?

A2: No. The City will work with PPS to identify locations. Bidders that are credentialed providers of secondary school services and offer a summer school program with a credit recovery feature can include the service on-site in their proposal if it is available for access by program participants.

Q3: What is definition of students transitioning from 9th – 10th grade? Is there an age limit? Are students repeating 9th grade eligible?

A3: This program is intended to help students get on track toward a high-school diploma. For that reason, credit recovery is incorporated into the program design to help students who failed a 9th grade core course. In order to provide greater clarity regarding the target population for this program as it relates to students who may have previously been retained in 9th grade or who may be in an alternative setting that does not have articulated grade levels (i.e. students transitioning from 9th to 10th grade), the definition of target population is revised as follows:

Rising 10th graders are defined as students transitioning from 9th to 10th grade. For the purposes of this RFP, if a student has previously been retained in 9th grade or attends a school setting that does not utilize traditional grade levels,

students between the ages of 14-16 would be considered eligible for participation in this program."

Students who are significantly over-age/under-credit are better served through other programs, including WSI's SummerWorks.

Q4: If bidder already has a CIS license will BizConnect access be automatically available?

A4: Not automatically. Successful bidder(s) will be granted access once the required training has been completed. WSI will facilitate both the access and training.

Q5: How will transportation be facilitated?

A5: The Mayor's office will arrange for or purchase bus passes in bulk and distribute. Contractors will be responsible for tracking and accounting for the passes used by their program.

Q6: Is bidder limited to only one Industry Focus?

A6: No. Bidders must provide at least one focus and two alternates, but may provide multiples. See pages 3 – 4 of RFP for more information.

Q7: Are students selected for this program expected to go into the SummerWorks program next summer (2011)?

A7: Yes. Summer Youth Connect is a continuum of programming designed to support students from 9th through 12th grade. It is expected that these participants will be included in the selection pool for the 2011 SummerWorks.

Q8: Is the format for the career plan provided or do (successful?) bidders create their own?

A8: The Career Plan to be used is that which meets the requirements of the Oregon Diploma: Education Plan and Profile as detailed by the Oregon Department of Education (ODE). WSI and the Mayor's Office are still working on the details of this element. While ODE sets the standards each school district has their own process for how to document the requirements. The intent is that we want this program experience to be documented in such a way as to count toward this requirement. The format of that documentation is yet to be determined, but guidance will be provided to successful bidders for inclusion in program design.

Q9: What if bidder has federal funding to provide lunch?

A9: Then that service and the funding source can be shown as leveraged resources and project funds can be used for other allowable activities.

Q10: Is paid work experience in the budget?

A10: No.

Q11: What are the service dates? How does this work with year-round schools?

A11: The program is designed to run during traditional summer program dates – June through September.

Q12: Is there a minimum hour requirement?

A12: The program service is envisioned to not exceed 4 hours per day to accommodate summer school schedules.

Q13: How to handle conflicts in schedules with students in other summer programs?

A13: Bidders may propose a design with an alternative daily/weekly schedule if this is a concern.

Q14: How will performance measures actually be calculated? Final reports are due September 30, so does that mean if they went back to school in September they would count as a positive performance?

A14: Successful bidders will be expected to report the school in which each participant enrolled at the start of the 2010/11 school year (September 2010). If a participant has not enrolled in school prior to submission of the September 30 final report, that fact should be reported too.

Q15: Is there an anticipated follow up period?

A15: Not at this time, other than following for return to school in the Fall and credit recovery success.

Q16: Are there any additional requirements for partnership teaming or subcontractors?

A16: There is a desire for partnership and collaboration, as outlined in the RFP. It is not anticipated that these dollars would be contracted to an agency for subcontracting out to a different provider.

Q17: Does electronic copy of submittal have to be one PDF document?

A17: No, can be multiple; letters of support may be on separate PDF.