



WARREN COUNTY SCHOOL DISTRICT
CENTRAL ADMINISTRATIVE OFFICES
6820 MARKET STREET
RUSSELL PA 16345-3406

AMY J. STEWART
SUPERINTENDENT

WCSD 21st Century Grant Program

Request for Proposal

Local Evaluator to Conduct a Comprehensive Evaluation for the Warren County
School District 21st Century Grant Program

Issued: August 7, 2019

Submissions Due: August 21, 2019

Individuals/Organizations Notified: August 27, 2019

Individuals/Organizations Contracts Signed: September 4, 2019

The Warren County School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment practices and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Mr. Gary Weber, Title IX/Section 504 Coordinator at 6820 Market Street, Russell, PA 16345 or (814) 723-6900.

The Warren County School District is seeking a local evaluation service to support the process of continuous program improvement of the 21st Century Community Learning Center's Afterschool and Summer Programs which are funded in full or in part with a grant by the Pennsylvania Department of Education.

"The 21st Century Community Learning Centers (21st CCLC) program is authorized under, Title IV, Part B of the Elementary and Secondary Education Act (P.L. 107-110), as amended by the No Child Left Behind Act of 2001 and reauthorized by the Every Student Succeeds Act (ESSA) of 2015. The 21st CCLC program provides funding for the establishment of community learning centers to provide academic, artistic and cultural enhancement activities to students and their families when school is not in session. The primary goal of these centers is to assist students with meeting state and local standards for core subjects such as reading and mathematics, by providing students with academic enrichment opportunities. In addition to academics, centers may also offer participants a broad array of other services and programs, such as art, music, service learning, character education, drug and violence prevention programming, recreation activities and technology education. Those opportunities may take place before school, after school and/or during the summer. Ancillary services for parents such as literacy instruction may also be given." (PA Dept. of Education)

After the conclusion of each program year, a local evaluation report must be submitted to assess the impact of our annual program offerings. We are searching for an external evaluator that can provide a comprehensive report on the metrics identified within the RFP. We encourage you to read the details of this Request for Proposal carefully, and consider submitting a proposal. Questions regarding this proposal may be submitted electronically to the email address listed below with the subject line "WCSD 21st CCLC RFP Question". Proposals are due no later than Wednesday, August 21, 2019 at 5:00 PM, and detailed submission requirements are included on subsequent pages of this Request for Proposal.

Sincerely,



Christine M. Haslett
WCSD 21st Century Grant Project Manager
814-723-6900 ext. 1038
haslett@wcsdpa.org

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Section 1: General Information

Introduction

The Warren County School District (herein referred to as “the WCSD”) seeks proposals from individuals demonstrating strong evaluation experience and familiarity with 21st Century evaluation requirements to assess the impact of the WCSD 21st Century Community Learning Center afterschool and summer programs.

The WCSD 21st Century Programs are comprised of three cohorts. Cohort 7 (“STEM Squad”) serves grades 2 – 5 at four elementary school sites and one charter school site. Cohort 8 (“Team STEAM”) serves grades 6 – 8 at four middle/high school sites and one charter school site. Cohort 10 (“Discovery Crew”) serves grades K – 1 at four elementary school sites and one charter school site.

The elementary sites and charter school site that host the Cohort 7 and Cohort 10 afterschool program are as follows:

Eisenhower Elementary School, 3700 Route 957, Russell, PA 16345
Sheffield Area Elementary School, 6760 Route 6, Sheffield, PA 16347
Warren Area Elementary Center, 343 East Fifth Avenue, Warren, PA 16365
Youngsville Elementary School, 232 Second Street, Youngsville, PA 16371
Tidioute Community Charter School, 241 Main Street, Tidioute, PA 16351

The middle/high school sites and charter school site that host Cohort 8 afterschool program are as follows:

Eisenhower Middle High School, 3700 Route 957, Russell, PA 16345
Sheffield Area Middle High School, 6760 Route 6, Sheffield, PA 16347
Youngsville Middle High School, 227 College Street, Youngsville, PA 16371
Beaty Warren Middle School, 2 East Third Avenue, Warren, PA 16365
Tidioute Community Charter School, 241 Main Street, Tidioute, PA 16351

A Summer Program for Cohort 7, 8 and 10 is held at one site:

Beaty Warren Middle School, 2 East Third Avenue, Warren, PA 16365

The afterschool programs for all three cohorts run 36 weeks during the school year. Programming occurs for 3 hours per day, 4 days per week. The summer programs for Cohort 7 and 8 are 6 weeks, and occur for 4.5 hours per day, 5 days per week. The Cohort 10 summer program is 4 weeks, 4.25 hours per day, 5 days per week.

Cohort 7 is designed to serve 166 students during the school year and 100 students during the summer. Cohort 8 is designed to serve 100 students during the school year and 30 students during the summer. Cohort 10 is designed to serve 65 students during the school year and 40

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students during the summer. Effective September 30, 2020, Cohort 7 will be absorbed by Cohort 10 and will serve 165 students during the school year and 96 students during the summer.

The goals of each of the cohorts are as follows:

1. Regularly participating students will meet or exceed state/local academic achievement standards in reading and math.
2. Regularly participating students will show improvement in the performance measures of school attendance, classroom performance and/or reduced disciplinary referrals
3. Participants will demonstrate additional positive educational, social and behavioral changes.

Cohort Terms of Contract and Proposal Cost Limitations

Cohort 7 Term of Contract: October 1, 2019 – September 30, 2020
Proposal Cost: \$21,250

Cohort 8 Term of Contract: January 6, 2020 – December 31, 2020
Proposal Cost: \$11,100

Term of Contract: January 6, 2021 – December 31, 2021
Proposal Cost: \$10,000

Cohort 10 Term of Contract: July 1, 2019 – June 30, 2020
Proposal Cost: \$12,080

Term of Contract: July 1, 2020 – June 30, 2021
Proposal Cost: \$23,575

Term of Contract: July 1, 2021 – June 30, 2024
Proposal Cost: \$29,900

Any contract awarded as a result of this RFP is contingent upon the availability of grant funding and shall contain a provision that the WCSD may terminate the contract for convenience upon 30 days' notice to the service provider.

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Section 2: Scope of Work

The evaluation of the WCSD 21st Century Community Learning Center Afterschool and Summer Programs will consist of the performance measures and performance indicators for each cohort (see the Multi-Year Program Design and Performance documents at the end of the RFP). Please note that the indicators for Cohort 7 and Cohort 10 will be combined starting October 1, 2020. The scope of work will include the following:

1. Work with the WCSD 21st Century Community Learning Center Program team in an advisory capacity to finalize all details regarding the evaluation and implement all the required tasks associated with gathering, analyzing, and reporting the data related to the assessment of program quality, student performance measures, and Social Emotional Learning data (when included in the grant narrative).
2. Analyze and prepare reports on the student performance measures from the data that is transferred to the evaluator from the school district and the teacher survey.
3. Analyze and prepare reports on the data gathered from the survey of other stakeholders: program staff, school administrative staff, and parents.
4. Conduct an assessment of program quality via the use of the Youth Program Quality Assessment tool, which will include collecting data, analyzing it, and preparing a report on the results of this data collection process.
5. Provide input as to the implications of the data with respect to ways that the WCSD 21st Century Community Learning Center Program can be improved over time to enhance program quality and student outcomes.
6. Prepare formal reports as required by the Pennsylvania Department of Education.
7. Be available to present any of the research findings to other stakeholders: program staff, school administrators, state monitors, etc.

Section 3: Proposal Requirements

All service providers shall be accorded fair and equal treatment with respect to the selection process. The WCSD reserves the right to reject all proposals, reject portions of any proposal, or accept the proposal deemed most advantageous to the WCSD.

Contents of Proposal

1. Cover Page

Please submit a cover page with the following information:

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General Information

- Individual/Organization name
- Individual/Organization mailing address
- Individual/Organization phone number
- Individual/Organization email address
- Service Provider Name, if not submitting as an individual
- Submission date

2. Detailed Evaluation Plan

Please describe the plan in detail that would allow reviewers to understand:

- Proposed research methodology
- Plan to support overall data collection
- All project deliverables
- Project Timeline

3. Budget and Budget Narrative

Please submit a detailed budget that is aligned with the evaluation plan. Budget should include: a breakdown of personnel cost along with the estimated number of hours required to complete all deliverables. Note that there should be a project budget for each cohort and term of contract listed in section one.

4. Qualifications and Experience

Please submit a bulleted list of qualifications, achievements, and accomplishments for the individuals that will be doing the data collection, analysis, and report preparation that demonstrate the quality and experience as it relates to the proposal. Also include a description of content knowledge in the field of 21st Century Community Learning Centers programming.

5. References

Please provide a minimum of three (3) references. For each reference, please include the individual's name, title, and organization, relationship to service provider, email address, and phone number. The WCSD reserves the right to contact these references and to request additional references.

6. Work History with the WCSD

Please list and describe any past work history with the WCSD, including specific project(s), if applicable.

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7. Sample of Work

Please provide a sample of work, including local evaluation reports required by PDE.

Submission Requirements

1. All hard copy proposals must be sent to:

Warren County School District
Attn: Christine M. Haslett
6820 Market Street
Russell, PA 16345

2. All electronic proposals must be sent as a single PDF attachment to:

haslett@wcsdpa.org

Information included in the body of the email message will not be considered in the evaluation of proposals submitted electronically.

3. All proposals must be received by 5 pm on Wednesday, August 21, 2019.
4. Proposals submitted via fax will not be accepted.
5. Late proposals will not be accepted. The service provider assumes the risk of any delays that may be associated with mailing or e-mailing its proposal and is encouraged to confirm with Christine Haslett that its proposal has been received in advance of the Wednesday, August 21, 2019, 5 pm deadline.
6. The WCSD reserves the right to reject any and all proposals and identify any areas where a conflict of interest may exist.
7. All costs incurred in the preparation and presentation of the RFP shall be wholly absorbed by the applicant. All documents submitted will become the property of the WCSD.
8. If a service provider does not wish to submit a proposal for all 3 cohorts (7, 8, and 10), this must be specified in the proposal, and the cohorts for which the service provider wishes to submit a proposal must be identified in the proposal.

Additional Requirements

By submitting a proposal, each service provider certifies that it has not combined, conspired or agreed to intentionally rig, alter or otherwise manipulate, or cause to be rigged, altered or otherwise manipulated, its proposal for the purpose of allocating purchases or sales to or among

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persons from dealing with WCSD. By submitting its proposal, each service provider certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other service provider, supplier, manufacturer, or related entity in connection with its proposal.

A contract award must not be made to parties listed on the government-wide exclusions in the system for award management (SAM) in accordance with OMB Guidelines at 2 CFR § 180, relating to "Debarment and Suspension." The service provider represents that it has not been and is not currently listed on the government-wide exclusions, nor been debarred or suspended from participating in any state or local public contracts. The service provider further agrees to immediately notify WCSD if the service provider is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

A service provider may not discriminate against any person upon any grounds prohibited by federal or state law. A service provider must, in all solicitations or advertisements for employees placed by or on behalf of the service provider, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, ancestry, marital status, sex, national origin, handicap, or unfavorable discharge from military service.

By the submission of any proposal, the service provider agrees that in the event its proposal is rejected by the WCSD for any reason and such rejection is contested by the service provider through the commencement of legal proceedings, whether in law or in equity, the WCSD shall be entitled to an award of reasonable attorney fees and costs if the WCSD's rejection of the proposal is upheld, affirmed or otherwise not set aside.

Evaluation of Proposals

The contracts will be awarded to the service provider that the WCSD determines is most advantageous to the WCSD. In determining the service provide that is most advantageous to the WCSD, the WCSD will consider factors including, but not necessarily limited to, the following:

1. The quality of the proposal, detailed evaluation plan, budget and budget narrative, and sample of work, and the service provider's ability to meet the District's needs.
2. Any past work that a service provider has performed for the WCSD.
3. The service provider's prior experience in performing similar work, and a check of the references provided by the service provider.
4. The service provider's qualifications, skills, and credentials.
5. Verification that the service provider is not suspended, debarred or otherwise excluded from receiving federal funds.

The WCSD, at its discretion, may elect to award the contracts for cohorts 7, 8, and 10 to a single service provider or elect to contract with multiple service providers.

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