Dr. Christopher Hurst
Superintendent

Martine Blake
Director, Community Engagement

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Coordinator, Expanded Learning

The West Contra Costa Unified School District (WCCUSD) Expanded Learning Office invites interested community-based organizations (CBOs) to respond with their qualifications to serve as a Lead Agency in designing, planning, coordinating and operating high-quality Expanded Learning Program(s) that support and align with WCCUSD's goal of ensuring that every student graduates ready to succeed in college, career, and community. With this Request for Qualifications (RFQ), the District will provide principals and individual school site stakeholders alist of prequalified CBOs from which principals and stakeholders may evaluate and choose as anExpanded Learning Lead Agency.

Expanded Learning Lead Agency Request for Qualifications Important Dates

- Date RFQ Issued **March 21, 2022.**

- Optional Bidders Conference **March 31, 2022, 1:00-2:00 pm**. *Applicants are asked to review the entire RFQ prior to the Bidders Conference.*

- This year we will be accepting documents electronically. Please email your completed packet to ExpandedLearning@wccusd.net by **Friday, April 8, 2022 at 5:00 pm**. *Late and/or incomplete applications will not be accepted.*

- Initial screening of applications and invitations sent to select organizations for interview will take place **April 11, 2022 through April 13, 2022**. *Early applications may be reviewed before this timeframe.*

- Applicants interview with the RFQ Review Team will take place the week of **April 18, 2022**. *Early applicants may be invited to interview before this timeframe.*

- Notification to applicants will take place the week of **April 29, 2022**. *Early applicants who have completed the interview process may be notified before this timeframe.*

Introduction

West Contra Costa Unified School District (WCCUSD) operates 30 school-based Expanded Learning Programs throughout West Contra Costa Unified School District, including 22 elementary schools (grades K-6), 2 K-8 schools (grades K-8), 4 middle schools (grades 7-8), and 2 high schools (grades 9-12). School-based Expanded Learning Programs are supported by the WCCUSD Expanded Learning Program Office. The WCCUSD Expanded Learning Programs are open to all students at the host school at no cost to families. In some cases, schools may determine specific criteria for priority student enrollment, such as low academic performance or social needs. Programming takes place every day that school is in session, from the end of the instructional day until 6:00 pm.[1]

The WCCUSD Expanded Learning Programs receive funding through the After School Education and Safety (ASES) and 21st Century grants administered by the California Department of Education.

The 30 site-based Expanded Learning Programs operate in partnership with selected community organizations. Partnering community organizations serve in the Lead Agency role. Expanded Learning Lead Agencies work in close partnership with WCCUSD and the school community to design and implement high quality Expanded Learning Programs for WCCUSD students. Under guidance and direction for the District's Expanded Learning Office, Lead Agency responsibilities include, but are not limited to, the following:

- Hire, supervise, train and support program staff and leaders
- Ensure the program meets compliance requirements set forth by WCCUSD and the California Department of Education
- Manage grant funds contracted to the agency
- Leverage additional grant dollars and in-kind resources for the program
- Develop program plans in close collaboration with school leadership
- Align program services to school site and district goals and priorities
- Ensure the Expanded Learning Program reflects youth development quality standards

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[1] Over the course of a school year, West Contra Costa Unified, Expanded Learning Office may close programs for 3 days in order to provide professional development.

- Become an integral partner in the school community, in support of WCCUSD's Full Service Community School initiative
- Engage in partnership with the WCCUSD Expanded Learning Program Office on district expanded learning initiatives, sustainability efforts, and quality improvement system building work
- Participate in the WCCUSD professional development
- Participate in the Expanded Learning evaluation process and engage in a continuous cycle of quality improvement

Overview of WCCUSD Expanded Learning Programs

With this RFQ, WCCUSD is seeking community-based organizations who can work within our established model of school and community partnerships, and within the parameters of the various funding sources. WCCUSD has strong systems in place to support Expanded Learning Programs and our partners. The WCCUSD Expanded Learning Office sets clear direction for Expanded Learning Programs across the district and sets high expectations of Lead Agency partners.

The following section is intended to provide interested community-based organizations with a snapshot of the context within which they will work if they are qualified and selected as Lead Agency partners for WCCUSD Expanded Learning Programs.
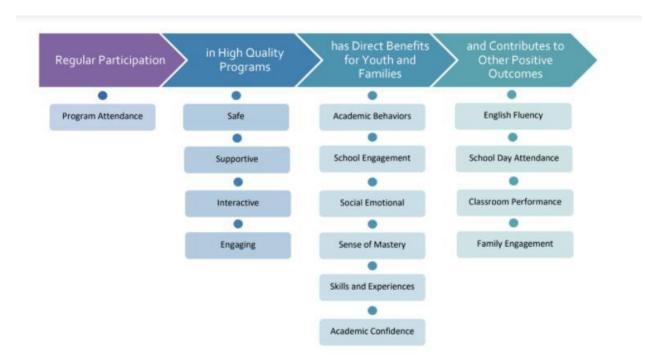
Research into the impact of Expanded Learning Programs tells us that regular participation in high quality programs benefits participating youth and their families. These benefits include outcomes for youth that are a direct result of the Expanded Learning Program itself: improved academic behaviors, increased school engagement, and non-academic skills such as social emotional skills.

In addition, Expanded Learning Programs can contribute to other positive outcomes for youth and their families: academic outcomes such as English fluency, classroom performance, increased school day attendance and family outcomes such as engagement in the school community.

Expanded Learning Lead Agency partners would be expected to provide high quality enrichment programming in the following category areas: academic support, physical activity, STEM and arts-based enrichment, college and career readiness, and leadership development.

SAMPLE AFTER SCHOOL ACTIVITIES BY CATEGORY

CATEGORY	ACTIVITIES
Academic Support	Academic Enrichment Learning, Tutoring, Expanded Library Services, Supplementary Education Services, Homework Support, Credit Recovery, Reading & Literacy, Math, Science
Recreation/ Physical Activity	Cooperative Games, Dance, Martial Arts, Intramural Sports, Sports Leagues
Enrichment	Arts and Cultural Activities, Health and Nutrition Education, Substance Abuse & Drug Prevention, Violence Prevention, Counseling & Character Education
College and Career	Career & Job Training, Entrepreneurial Education, Technology/Telecommunications Training, Community Service & Service Learning, Internships and Apprenticeships
Leadership Development	Peer Mentoring, Peer Tutoring, Youth-Led Community Service

Regular Participation	in High Quality Programs	has Direct Benefits for Youth and Families	and Contributes to Other Positive Outcomes
Program Attendance	Safe	Academic Behaviors	English Fluency
	Supportive	School Engagement	School Day Attendance
	Interactive	Social Emotional	Classroom Performance
	Engaging	Sense of Mastery	Family Engagement
		Skills and Experiences	
		Academic Confidence	

West Contra Costa Unified School District's Expanded Learning Programs are committed to putting quality first. Using a research-validated tool (the Program Quality Assessment) as our roadmap, the Expanded Learning Program office launched an initiative to assess and improve the quality of the District's 30 Expanded Learning Programs.

The 30 WCCUSD Expanded Learning Programs serve approximately 5,700 students annually. WCCUSD Expanded Learning Programs serve a greater proportion of English Learners and students eligible for free or reduced price lunch, a key indicator of socio-economic status. 39% of Expanded Learning Program participants are designated as English Language Learners, compared to 34% in the District as a whole. A large majority of Expanded Learning Program participants (85%) are eligible for free or reduced price lunch, compared to 69% of District students overall.

WCCUSD Expanded Learning Programs prioritize serving youth who need additional academic support. As a result, Expanded Learning Program participants are less likely to test at grade level compared to their WCCUSD peers.

As articulated in our Theory of Action, youth can be expected to achieve positive outcomes when they participate in programs that are safe, supportive, interactive and engaging.

WCCUSD's definition of program quality aligns with the Program Quality Assessment (PQA), a research-based point of service quality observation tool used by out of school time programs nationally.

Quality Construct: The Pyramid of Program Quality

YOUTH ENGAGEMENT — Plan, Make choices, Reflect

PEER INTERACTION — Lead and mentor, Be in small groups, Partner with adults, Experience belonging

SUPPORTIVE ENVIRONMENT — Encouragement, Reframing conflict, Skill building, Session flow, Active engagement, Welcoming atmosphere

SAFE ENVIRONMENT — Psychological and emotional safety, Program space and furniture, Emergency procedures, Healthy food and drinks, Physically safe environment

*6=Mute *7=Unmute   David P. Weikart Center for Youth Program Quality · Scores Reporter Webinar

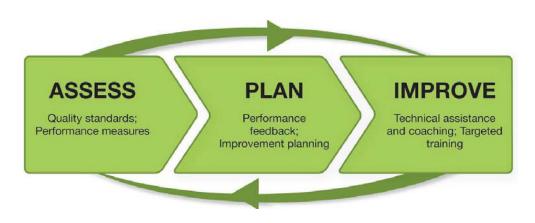The Program Quality Assessment (PQA) includes four domains:

Safe Environment – Youth experience both physical and emotional safety. The program environment is safe and sanitary. The social environment is safe.

S**upportive Environment** – Adults support youth to learn and grow. Adults support youth with opportunities for active learning, for skill building, and to develop healthy relationships.

Interaction – There is a positive peer culture in the program, encouraged and supported by adults. Youth support each other. Youth experience a sense of belonging. Youth participate in small groups as members and as leaders. Youth have opportunities to partner with adults.

Engagement – Youth experience positive challenges and pursue learning. Youth have opportunities to plan, make choices, and reflect and learn from their experiences.
The quality domains are interrelated and build upon one another. Broadly speaking, programs need to assure that youth enjoy a Safe and Supportive environment before working to establish high quality Interaction and Engagement. For example, a program in which young people are afraid to try new things for fear of being ridiculed by others - an example of an unsupportive environment - is not likely to be an interactive, engaging place for kids.

Ensuring the ongoing quality of Expanded Learning Programs is a key priority for WCCUSD. Qualified Lead Agencies will work with the WCCUSD Expanded Learning Office on continuous quality improvement. Lead Agencies are expected to support their Site teams in completing the Youth Program Quality Intervention (YPQI) cycle every year, with guidance from the WCCUSD Expanded Learning Office. All program sites conduct an annual self-assessment process utilizing the YPQA or SAPQA quality standards; reviewing data to plan for improvement, developing quality action plans based on this data, and implementing action plans for improvement. The following illustrates the YPQI quality improvement cycle:

ASSESS
Quality standards;
Performance measures

PLAN
Performance
feedback;
Improvement planning

IMPROVE
Technical assistance
and coaching; Targeted
training

Description of Lead Agency RFQ Process

The outcome of the RFQ process will be shared with school site and district leaders, and will inform the selection of WCCUSD Expanded Learning Lead Agency partners for the upcoming 2022-23 school year and maintenance of existing partnerships between Lead Agencies and school sites. Additionally, it is our intention to broaden the district's pool of potential Lead Agency partners through this RFQ process.

Organizations that are interested in becoming a WCCUSD Expanded Learning Lead Agency or continuing in their current Lead Agency role during the 2022-23 school year must successfully complete the Lead Agency RFQ process and earn *highly recommended* or *conditionally recommended* status.

An organization that does not successfully complete the Lead Agency RFQ process or does not earn a *highly recommended* or *conditionally recommended* status will not be contracted by WCCUSD to serve in the Lead Agency role during the 2022-23 school year.

Organizations that submit an RFQ by the deadline will be assessed based on their RFQ responses, an interview between the community based organization and the RFQ Review Team,and any additional supporting materials requested by the RFQ Review Team to determine the organization's qualifications to serve in the Lead Agency role. Only organizations that have the potential to earn the *highly recommended* or *conditionally recommended* status will be invited for an interview with the RFQ Review Team.

Selection Process

Organizations completing this RFQ process will be assessed and scored into one of the following three categories:

1) Highly Recommended: Community organization has adequately demonstrated its capacity to serve in the Lead Agency role and to fulfill *all* Lead Agency responsibilities outlined by WCCUSD.

2) Conditionally Recommended: Community organization has adequately demonstrated its capacity to serve in the Lead Agency role and to fulfill *most, though not all*, of the Lead Agency responsibilities outlined by WCCUSD. *Conditionally recommended* status will be provided with specific feedback from the RFQ Review Team on areas of responsibility where the organization has not adequately demonstrated effective capacity. The community organization will be asked

to provide WCCUSD with additional evidence of its ability to fulfill all Lead Agency responsibilities, including documentation of the organization's efforts to improve based on feedback from the RFQ Review Team.

3) Not Recommended: Community organization that has not adequately demonstrated its capacity to serve in the Lead Agency role and to fulfill most of the Lead Agency responsibilities outlined by WCCUSD. Organizations receiving this *not recommended* status will not be includedin the list of qualified community organizations that will be shared with Principals and stakeholders. An organization receiving this *not recommended* status may submit another LeadAgency RFQ at a future date when WCCUSD opens up another RFQ process.

This Request for Qualifications (RFQ) for WCCUSD Expanded Learning Program Lead Agency will result in a list of qualified community organizations who demonstrate the capacity to serve in the lead agency role and to fulfill district expectations for Lead Agency partners, as summarizedby the list of Lead Agency responsibilities on page 2 of this RFQ.

Eligible Applicants

WCCUSD is seeking proposals from established community organizations that have 501(c)(3) status and have adequate fiscal reserves to cover at least 3 months of general operating expenses as a Lead Agency partner. Organizations choosing to serve in the Lead Agency role are expected to demonstrate their current capacity to leverage resources in support of high-quality Expanded Learning Programs.

RFQ Process

Community organizations interested in submitting an RFQ proposal to serve as a WCCUSD Lead Agency will be expected to do the following:

1) Review the RFQ document
2) Optional: Attend a Bidder's Conference to ask questions regarding the RFQ and process
3) Prepare agency proposal according to application requirements described in this RFQ
4) Submit agency proposal and required copies on or before the deadline
5) Participate in an interview with the RFQ Review Team, if invited, and provide any additional materials, as requested by the Review Team

Application Submission

Failure to provide any of the following information or forms may result in an application being disqualified.

A complete Lead Agency application will consist of all the following required items:

- **Letter of Introduction** (no more than one (1) page): Letter of introduction signed by the person authorized to obligate the proposing agency to perform the commitments contained in the application. The letter should state that the proposing agency is willing and able to perform the commitments contained in the application.

- **Cover Page**

- **Written Responses to Application Questions** (no more than 10 double-spaced pages)

Evaluation and Selection

For all applications, the Minimum Agency Requirements will be reviewed first; applications that do not submit complete documentation meeting the minimum requirements will not have their project application reviewed. Project applications meeting minimum agency qualification requirements will be evaluated by the RFQ Review Team made up of individuals with expertise in Expanded Learning programs and community-school partnerships. Applications will be evaluated and assigned a preliminary designation of *Highly Recommended*, *Conditionally Recommended*, or *Not Recommended*. Only applicants evaluated as *Highly* or *Conditionally Recommended* will be invited to an interview with the RFQ Review Committee. Following the interview, and following the receipt of any additional information requested by the RFQ ReviewTeam, applicants will receive a finalized evaluation of *Highly Recommended*, *Conditionally Recommended*, or *Not Recommended*.

All applications receiving a final evaluation of *Highly Recommended* or Conditionally Recommended will be included on the list of "Qualified Expanded Learning Lead Agencies". Applications receiving an evaluation of *Conditionally Recommended* may be asked to submit additional supporting information and a plan of action to improve in areas deemed insufficientby the RFQ Review Team. *Conditionally recommended* applications may be included in the "Qualified Expanded Learning Lead Agencies" list, although this is not guaranteed. Applications receiving an evaluation of *Not Recommended* will not be included in the list of "Qualified Expanded Learning Lead Agencies".

Cover Sheet

Please reproduce the following cover sheet for your proposal. All information below must be included on your cover sheet:

1. Agency Name:

2. Contact Person:

3. Email:

4. Telephone:

5. Does your organization have 501c3 status? Please provide documentation of this status in your supporting documentation section.

6. Does your agency currently provide programming at any WCCUSD school? If so, which school(s) and what services are provided?

8. Have you served as a WCCUSD Expanded Learning Program Lead Agency partner before in past years?

9. Do you currently serve in the Lead Agency role for any other school districts besides WCCUSD? If so, please list all school districts you serve.

10. How many school sites does your agency have the capacity to serve as a Lead Agency? Please briefly explain your rationale for this number of sites. Does your agency have the capacity to serve as Lead Agency during the summer of 2023?

Application Questions

After reading the RFQ narrative, please respond to all questions below in **no more than 10-pages, double-spaced, in 12 point font.**

Organizational introduction and mission alignment

   a) What is your organization's mission and vision, and how is it aligned to the WCCUSD Expanded Learning *Theory of Action*?

b) Describe your experience and approach to serving the West Contra Costa community and/or other communities with similar demographics, assets, challenges, etc.

c) Describe your experience and approach to working in partnership with school communities.

Resource development

a) The ASES and 21st CCLC grant dollars from the CA Dept. of Education are not sufficientto cover the full cost of running a high quality Expanded Learning Program. To successfully serve in the role of Lead Agency an organization must have the ability to secure funding and resources from other sources to match contracted funds from WCCUSD. Describe what additional grant dollars and other resources your agency hasidentified and/or secured to help cover the costs of running a WCCUSD Expanded Learning Program.

Agency infrastructure and compliance

a) In the supplemental documentation section, include an organizational chart of your agency that illustrates how the WCCUSD Expanded Learning Program will be supported. Indicate specific names next to titles of staff whenever possible.

b) Review the Lead Agency responsibilities listed on page 2 of the RFQ. Describe your agency infrastructure that will allow you to fulfill each responsibility listed. Specifically identify and describe the agency staffing, systems, and processes that will ensure eachof the listed Lead Agency responsibilities will be fulfilled effectively.

c) Provide the name, title and role description of the specific manager-level individual(s) who will be the primary point of contact for the WCCUSD Expanded Learning partnership, and who will maintain active collaboration with the Expanded Learning office and the school site leadership. Describe how this individual will ensure a strong partnership with WCCUSD, partnering school site(s), and other community partners working within WCCUSD Expanded Learning Programs.

Staff supervision, support, and professional development

a) Lead Agency partners are required to fully staff programs at the minimum staff to student ratio during the duration of the contract. Describe what processes your agency will put in place to ensure you have qualified, well-trained Expanded Learning staff serving West Contra Costa students. Describe staff recruitment and retention plans, performance evaluation processes, and supervision, training and coaching plans. Identify who will be responsible for providing supervision, training, coaching and support of the onsite Expanded Learning Program leader and staff.

b) Describe in detail your agency's plan to provide ongoing professional development to Expanded Learning Program leaders and program staff in the form of ongoing training, staff observation, coaching, and other professional development opportunities. Detail the content and frequency of professional development opportunities facilitated by the agency. Attach evidence of your agency's professional development plans in the Supporting Documentation section of your proposal.

Youth development expertise, continuous improvement, and school district Alignment

a) Review the Program Quality Assessment (PQA) standards accessible at http://www.cypq.org/assessment. The PQA tools define the staff and program practices that support youth development. What are your agency's strengths in terms of providing quality youth development programming? What are your agency's key areas of growth in terms of providing high quality youth development programming? Continuing partners should provide specific examples based on the WCCUSD Youth Program Quality Intervention (YPQI) cycle.

b) How will you ensure that all Expanded Learning staff have baseline knowledge and understanding of youth development best practices? How will you utilize the YPQA tools to support your youth development trainings? How will you build the capacity of your staff and Expanded Learning Program to achieve these quality standards, and how will you support staff's continuous improvement of practices that support youth development?

c) Describe your agency's continuous improvement efforts. How does your agency assess Programs towards agency/program goals? What data does your agency collect and utilize to know that your services are effective and impactful? Provide specific examples of steps your agency has taken to improve based on data.

Required supporting documentation

To support your application responses and verify your organizational qualifications, the following documentation is required. Note: these documents are **not** counted as part of the 10-page limit for your application proposal.

Please make sure all supporting documents submitted are clearly labeled according to this list.

1) Copy of agency monitoring Reports and/or other evaluations
2) Organizational chart of agency that illustrates how the WCCUSD Expanded Learning Programs will be supported administratively and programmatically
3) Copy of organization's 501(c)(3) letter
4) Copy of enrollment policy and behavior expectations for students and families
7) Job descriptions for Group Leaders, Program Managers, and Site Supervisors
8) Evidence of agency's professional development plans
9) Letters of Reference