

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

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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

The 30 WCCUSD Expanded Learning Programs serve approximately 5,700 students annually.

The Program Quality Assessment (PQA) includes domains:

Safe Environment –

Description of Lead Agency RFQ Process

The outcome of the RFQ process will be shared with school site and district leaders, and will

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

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 2022?

Application Questions

After reading the RFQ narrative, please respond to all questions below in 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 sufficient to 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 has identified 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 each of the listed Lead Agency responsibilities will be fulfilled effectively.
- c) Provide the name, title and role description of the specific manager 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.

Required supporting documentation

To support your application responses and verify your organizational qualifications, the following documentation is required. Note: these documents are 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 ~~Supervisors~~ ~~Supervisors~~
- 8) Evidence of agency's professional development plans
- 9) Letters of Reference