REQUEST FOR PROPOSALS (RFP)
TRSA SUMMER ACADEMY PROGRAMS
2022

Dear Prospective Grant Recipient,

Tulsa Regional STEM Alliance is excited to announce funding opportunities for STEM (science, technology, engineering and math) summer programs for Tulsa-area youth.

TRSA will grant out funds allocated for the use of materials, supplies and other resources to be utilized for summer camp programs for the time period beginning on or after June 1, 2022 and ending August 31, 2022.

<u>Schedule</u>

RFP Issued	February 21, 2022
Deadline for Questions	March 11, 2022
Deadline for Submission of Applications	March 18, 2022
Intent to Award	April 1, 2022

Questions should be submitted by email to info@tulsastem.org.

PLEASE refer to the complete Request for Proposals (RFP) for specific guidelines regarding how to submit an application for this program.

Thank you,

Emily Mortimer
Program Director
Tulsa Regional STEM Alliance

Tulsa Regional STEM Alliance

REQUEST FOR PROPOSALS (RFP)
TRSA SUMMER ACADEMY PROGRAMS
2022

TABLE OF CONTENTS

PURPOSE

Tulsa Regional STEM Alliance recognizes that during the summer months parents need daytime programs that offer a safe and nurturing environment for their school age children to attend. Research confirms children not engaged in learning activities over the summer months will experience some loss of learning. This learning gap increases for disengaged youth from a low economic background. STEM summer programming provides an opportunity for youth to gain new skills, explore career opportunities and develop 21st Century skills. An effective summer program will aid in the growth and development of a young person and can enhance their educational pursuits.

With support from the Charles and Lynn Schusterman Family Philanthropies, TRSA has allocated funding for the purchase of summer camp programs for the time period beginning on or after June 1, 2022 and ending August 31, 2022.

ABOUT TRSA

Tulsa Regional STEM Alliance seeks to build broad, deep and innovative STEM pathways for all students to access high-impact careers. Our vision is an abundance of STEM talent fueling a more globally competitive northeastern Oklahoma.

TRSA is an intermediary organization that is flexible and inclusive enough to welcome all community members yet includes sufficient structure and organizational support to facilitate and coordinate the work that needs to be done.

The goals of TRSA are as follows:

> **Calculate:** Create common performance metrics for members that measure the efficacy of TRSA STEM programs and events.
> **Communicate:** Increase awareness and access to STEM resources and activities through a centralized information sharing network to inform TRSA stakeholders and STEM advocates in the Tulsa region.
> **Collaborate:** Use shared resources of all kinds to broaden the impact of TRSA's dynamic "mesh network" of STEM community members.
> **Cultivate:** Grow the STEM ecosystem in northeastern Oklahoma through robust support and initiation of STEM education events and activities while securing resources necessary for TRSA's initiatives: Funding, Programming, Professional Development, Tulsa Resource Area for STEM Educators (TRASE) and Mentorship.

IMPORTANT DATES

RFP Issued	February 21, 2022
Deadline for Questions	March 11, 2022
Deadline for Submission of Applications	March 18, 2022
Electronically Submit: info@tulsastem.org - Email Subject: RFP for Summer Programs *Hand Deliver or Mail to:* TRSA, 5005 S. Darlington Ave, Tulsa, OK 74135 (inside Tandy YMCA) Must be received by 5pm on this day (not postmarked). Late or incomplete proposals will not be considered for funding.	
Intent to Award	April 1, 2022

SUMMER CAMP PROGRAM STANDARDS

1. STEM (science, technology, engineering & math) focus
2. Summer program for Tulsa-area youth ranging in age from 6-18
3. The program must be offered in a safe environment with the proper adult supervision and follow the most current CDC recommendations pertaining to COVID-19 or in a hybrid/virtual format.
4. The camp must be FREE for participants
5. A successful summer youth program should include (but is not limited to) one of the following target areas:
   a. Makes available academic enrichment activities that help keep youth engaged in learning over the summer months and helps to mitigate the summer learning gap
   b. Addresses a social issue relevant to the youth population they are serving (i.e. obesity, bullying, diversity sensitivity training, substance abuse, smoking, etc.)
   c. Elevates physical activity among youth
   d. Engages youth in exploring cultural awareness
   e. Provides a medium for artistic expression
   f. Integrates learning activities to promote good nutrition and a healthy lifestyle
   g. Promotes science and math learning opportunities
   h. Implements character building opportunities
   i. Integrates activities to develop studying skills
   j. Implements financial literacy training
   k. Integrates learning activities to promote basic employment skills
   l. Enhances personal skill(s) development
   m. Promotes community involvement
   n. Encourages career exploration
   o. Utilizes asset building

PROGRAM MONITORING

TRSA will monitor all programs at least once during the course of the subaward. Monitoring will include, but may not be limited to, the following requirements:

1. Fiscal Monitoring
2. Payroll monitoring, including paycheck distribution
3. Verification of the contracted scope of service is being implemented
4. Observations of youth participation, attendance and supervision
5. Review of participants' files

SUBRECIPIENT RESPONSIBILITIES

Successful bidders will be responsible for the following activities:

- Recruitment of participants if preferred
- Help promote the camp and TRSA Summer Academy to the public
- Provide all program services within the subaward
- Comply with all applicable rules and regulations governing the source of funding for this program
- Follow all rules and regulations governing the implementation and provision of program services
- Submit invoices and reports according to the guidelines established by TRSA
- Permit site visits from TRSA staff or the agency's designees in order to monitor files, financial records, and program implementation
- Supplying TRSA with the following upon completion of the program:
  - Documentation of the delivery of program services provided (schedule, data and fiscal reports)
  - Hours of participation in program activities
  - Attendance records
- Participate fully in any program evaluations conducted by TRSA, including but not limited to the following:
  - The PEAR Institute's Dimensions of Success (DoS) and Common Instrument Suite (CIS)
  - Pre- and post-program surveys provided by TRSA
- Attend the TRSA Summer Camp Facilitator training session hosted by TRSA prior to administering a summer camp. Topics of the training will include TRSA policies, student safety procedures, classroom management and a review of the DoS Program Planning Tool.
  - If facilitating a summer camp utilizing TRSA's Summer Playbook programs, an additional training session about the curriculum is required.

TRSA RESPONSIBILITIES

- Recruitment and selection of participants if preferred*
- Provide ongoing technical assistance regarding programming and allowable activities

- Provide program evaluation tools and scheduled program observations and data and findings will be reported back to the program provider
- Monitor and review program performance in relationship to stated program goals

*TRSA strives to provide equity in access to education for all Tulsa-area youth. It is our preference that students apply through and are selected by TRSA to participate in all TRSA Summer Academy programs. However, bidders may propose alternatives to this.

PROPOSAL SUBMISSION

Friday, March 18 at 5:00pm

For your proposal to be considered, the complete proposal, with all required documentation, must be received by TRSA Staff no later than 5:00pm on Friday, March 18, 2022.

LATE OR INCOMPLETE PROPOSALS WILL NOT BE REVIEWED.

Methods of Submission

Electronically Submit: info@tulsastem.org
Email Subject: RFP for Summer Programs

Hand Deliver or Mail to: TRSA, 5005 S. Darlington Ave, Tulsa, OK 74135 (inside Tandy YMCA)

All applications and accompanying documents will become property of TRSA and will not be returned.
TRSA does not encourage the submission of confidential or proprietary information in response to the RFP. The submission of an application will be considered by TRSA as constituting an offer to perform the program services indicated for the stated program costs.

No Extensions of Time Will be Given

PROPOSAL FORMAT

Tulsa Regional STEM Alliance reserves the right to disqualify any application that does not include each of the following:

1. Proposal Checklist and/or Table of Contents
2. Detailed Summer Camp Overview including:
   a. Outline & Schedule of Program Activities with virtual/hybrid or F2F indicated; include names of any Summer Playbook programs
   b. Grade of Students Served
   c. Number of Students Served
   d. Proposed Selection Process for Campers
   e. Promotional Copy for Marketing
   f. Program License(s) (if applicable)
   g. Job Descriptions for all positions
   h. Bios for existing program staff
   i. Programming History of Bidder
   j. Evaluation Tools
   k. Incorporation of Dimensions of Success (see pg. 7 for details)
   l. Child Abuse and Neglect Reporting Policy
   m. Incident Reporting Procedures
   n. Discipline Policy
   o. Employee Criminal Background Check Policy
   p. Emergency Medical Procedures
   q. Medication Distribution Policy
   r. Child Pick Up Procedures
   s. Transportation Policy

t.   Field Trip Procedures
3.   Program Budget Documents

PROGRAM EVALUATION

All programs funded through this grant will be required to participate in The Pear Institute's Dimensions of Success (DoS) & Common Instrument Suite (CIS). Details on both of these evaluation tools can be found [here](#).

About DoS: The DoS tool defines twelve evidence based indicators, or dimensions, of quality. Certified observers rate each dimension on a 4-point rubric. The twelve DoS dimensions fall in four broad domains and depicted below.
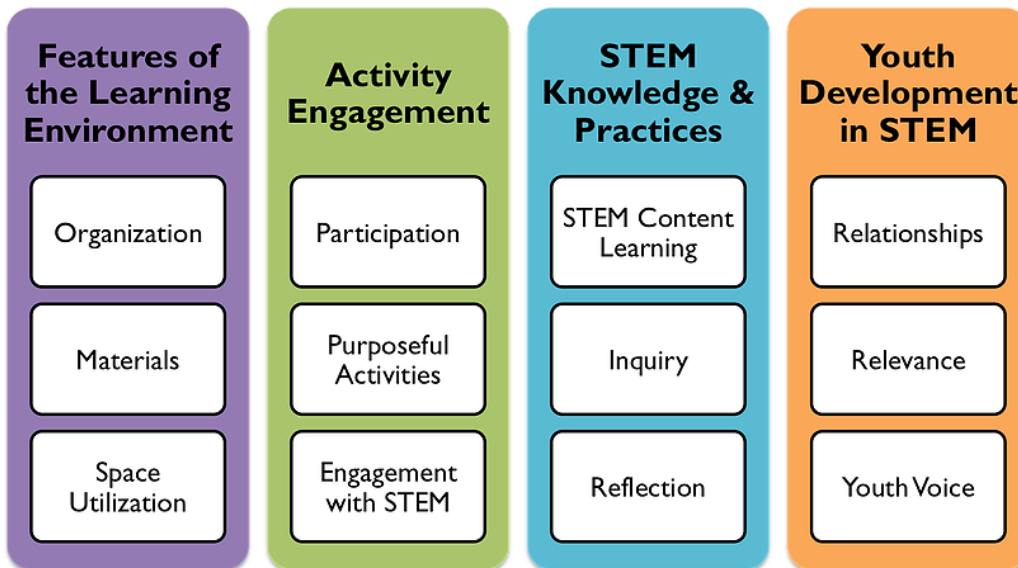
Your proposal should speak to how your program will address each of these dimensions.

PROGRAM BUDGET

Budgets will be evaluated based on clear support of proposed program components and cost effectiveness.

1. Proposals should not exceed $5,000 (the average award is $2,000 for a program of 20 students)
2. The range for the hourly cost per child should not exceed $8
3. Dates for budget should be for the period specified in the RFP
4. Provide detailed explanations/justifications/contexts for all costs*
5. Administrative costs must not exceed 10% of the total program budget
6. Demonstrate a link between proposed costs and the program's activities and outcomes
7. Include any other funding sources procured, in application or plan to apply for

8. Bidder must be prepared to defend and demonstrate that the costs to be incurred are reasonable and necessary
9. Bidders will not be reimbursed for project overruns

*The budget explanations/justifications/contexts will provide information for the total project costs and will be used to determine the reasonableness and allowability of the proposed costs.

FUNDING RESTRICTIONS
1. Funds may not be used for building, construction, or to purchase or renovate property.
2. Funding is contingent upon the availability of funds for the time period specified in the RFP.
3. Funds cannot carry over from one fiscal year to the next.
4. Funds may not be used for inherently religious activities.
5. Funds are intended only for organizations, schools, or foundations and may not be applied to individuals or personal projects.

PAYMENT PROCESS
The Subrecipient will be required to submit a contract and certificate of liability prior to receiving payment.

The Subrecipient must submit an invoice to TRSA no later than fifteen (15) days following the month of service and no more than sixty (60) days prior to the start of the program. The subrecipient is responsible for purchasing all materials and paying of personnel.

TRSA will not reimburse for services that do not have prior authorization, exceed the authorization, or exceed the maximum dollar amount or units of the subaward contract.

All reported expenditures and payments are subject to audit by TRSA personnel. TRSA may request an itemized invoice statement at any time.

PROPOSAL EVALUATION
Proposals will be reviewed by a committee and evaluated on the following criteria:
- Format and directions followed
- Past experience and success
- Geographical location of camp and established program category
- Outline of activities and correlation to STEM
- Outcomes, goals and evaluation tools
- Job descriptions and staff experience
- Budget documents and cost effectiveness

CONSIDERATIONS

This RFP does not constitute an offer. Acceptance of applications for review does not commit TRSA to grant a subaward agreement. TRSA is not liable for any costs incurred in the preparation of applications. TRSA reserves the right to grant subaward agreements to a single bidder, multiple bidders, or to reject any and all applications or parts of applications received. TRSA reserves the right to negotiate program services and costs on any and all applications or to cancel the RFP in part or in its entirety. Final subaward agreements will be subject to applicable rules and regulations under the funding requirements.

Applications submitted in response to this RFP must comply with the specifications stated herein.

At the option of Tulsa Regional STEM Alliance, any or all aspects of the successful applications(s) will become subaward agreement obligations if acquisition action ensues. Failure of the successful bidder to accept these obligations in the subaward agreement may result in cancellation of the award.

SUBAWARD NOTIFICATIONS

TRSA will notify all bidders of the status of their proposal at the completion of the review and recommendation process. Bidders whose proposals were not recommended for funding will be notified of this decision. Bidders whose proposals were recommended will be notified of this decision and will be contacted by a TRSA Staff Member to negotiate the final terms of the subaward agreement.

All subaward agreements are contingent upon the approval of the Charles and Lynn Schusterman Family Philanthropies.