

Request for Proposals

2018 Say Yes Summer Camp Partnership

INTRODUCTION

For the past three years, Say Yes Buffalo, Buffalo Public Schools and the City of Buffalo have partnered with dozens of community- and faith-based organizations to implement a citywide Summer Camp initiative. Summer Camps run six weeks, Monday – Friday, 8:00am – 12:00pm. Camp sites are hosted in the community, such as community centers or churches. This year, camp will run July 9th – August 17th.

Summer Camp activities include at least 90 minutes daily of academics and at least 60 minutes a day of extracurricular youth development activities. As part of the academic activities, students participate in Mayor Brown’s “Reading Rules! Kids Summer Reading Challenge.” This entails students reading seven books at their level and writing seven summaries on these books. Summer Camp sites also go on at least two field trips, including National Summer Learning Day. Lastly, sites offer at least two meals each day, which is done in collaboration with Buffalo Public Schools Food Service.

The primary goal of the Summer Camp initiative is to help maintain or increase their academic skills over the summer. Typically, over the summer students lose two months of reading skills and more than two months of math skills. Participation in high-quality summer learning programs help students avoid this typical summer learning loss. In addition to maintaining or improving students’ academic skills, the Summer Camp initiative aims to keep children safe and healthy over the summer months.

Summer Camp is offered as a free service to eligible students. Students must be PK-6 grade students enrolled in a Buffalo Public School during the 2017-18 school year. Students must be five years old by the start of Summer Camp.

PURPOSE

Say Yes Buffalo is soliciting written proposals from potential organizations to run Summer Camp sites July 9th, 2018 – August 17th, 2018. This includes hosting the camp in a brick and mortar building, designing a program that meets the Summer Camp model requirements (outlined in the “Scope of Work” section below) and hiring all staff needed to implement a successful program. Organizations must be 501(c)(3) organizations to apply. All camps must be secular, although they can be run by faith-based organizations. Eligible organizations also must possess their own liability and Workers Compensation insurance (some faith-based organizations may be eligible for Workers Compensation insurance waiver).

LENGTH OF SERVICE

Selected organizations will partner with Say Yes Buffalo, Buffalo Public Schools and the City of Buffalo April 2018 – September 2018.

SCOPE OF WORK

Selected organizations must demonstrate the ability to run a high quality Summer Camp site. Specific work requirements include:

- Hosting and operating a Summer Camp site July 9th, 2018 – August 17th, 2018. The camp must run Monday – Friday, 8:00am – 12:00pm. Sites are allowed and even encouraged to operate beyond this timeframe, but if they do so they must possess their own Department of Health (DOH) permit or School Age Child Care (SACC) license for the additional days/hours. Sites have the option to operate under their own DOH permit or SACC license the entire day. Sites are allowed to charge a sliding scale fee to families for the days/hours that fall outside of the Say Yes Summer Camp initiative.
- Meeting the requirements of the Summer Camp umbrella model. This includes offering at least 90 minutes of academics daily, at least 60 minutes of extracurricular Youth Development activities daily, at least two meals daily and at least two field trips over the six weeks, including National Summer Learning Day. All of this must be provided free of charge to students and their families.
- Being in compliance with the relevant permitting body (DOH or SACC) regulations, including submitting all required paperwork and maintaining a safe and orderly site.
- Hiring and training all staff necessary to operate the Summer Camp. Sites must meet a 1:25 NYS certified teacher to student ratio, and an overall 1:10 staff to student ratio. For example, a site serving 50 students would need two certified teachers and three other staff. All staff must be cleared through the State Central Registry (SCR) and the Sex Offender Registry. Staff who have been cleared through SCR since January 9th, 2017 need not be SCR cleared again.
- Recruiting and enrolling eligible students to fill all student slots. Students must be in grades PK-6 and enrolled in a Buffalo Public School during the 2017-18 school year. Students must be 5 years old by the start of camp.
- Ensuring the collection of data on key Summer Camp metrics, including student attendance, student and parent/guardian satisfaction, student participation in Mayor Brown’s “Reading Rules! Kids Summer Reading Challenge” and family engagement.

PARTNER REIMBURSEMENT

Selected partners will be paid \$240/student, plus 10% for administrative overhead. This will be paid out over three payments: June 1st, August 10th and September 14th, 2018. Additionally, Say Yes will pay for SCR clearances necessary to meet staffing ratios, plus one.

REQUIREMENTS

To apply, potential partners must complete a “2018 Say Yes Summer Camp Partner Application” and submit all required attachments found at www.sayyesbuffalo.org/summer2018. Applications can either be submitted online at www.sayyesbuffalo.org/summer2018 or physical copies submitted to Attn: Dan Cross-Viola, Extended Learning Time Supervisor, Say Yes Buffalo, 712 Main St, Buffalo, NY 14202. All applications must be received by 5:00pm on March 8th, 2018.

CRITERIA AND EVALUATION OF PROPOSALS

Each proposal will be evaluated based on completeness and the point system outlined in Part III of the “2018 Say Yes Summer Camp Partner Application.” Additionally, Say Yes will conduct a site visit to your proposed site(s) to ensure it is appropriate for the program(s) you propose to run. Contracts will be awarded April 11th, 2018.

TIMELINE

- 2/12/18 – Release of Request for Proposals
- 2/15/18 – Summer Camp Informational Meetings (optional, but recommended)
- 2/22/18 – Program Design workshop (optional, but recommended for new applicants)
- 2/27/18 – Preparing a Strong Application workshop (optional, but recommended for new applicants)
- 3/8/18 – Partner applications due
- 3/30/18 – All pre-contract site visits complete
- 4/11/18 – Contracts awarded
- 4/17/18 – Contract Meeting (mandatory for all partners)
- 4/25/18 – Signed contracts due to Say Yes