

Request for Proposals

2019 Say Yes Summer Camp Partnership

INTRODUCTION

For the past four years, Say Yes Buffalo, Buffalo Public Schools and the City of Buffalo have partnered with 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 8th – August 16th.

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 five books at their level and writing five summaries on these books. Summer Camp sites also go on at least two field trips, including National Summer Learning Day. Lastly, sites offer breakfast and lunch each day, which is done in collaboration with Buffalo Public Schools Food Service.

The primary goal of the Summer Camp initiative is to help students maintain or increase their academic skills over the summer. Typically, over the summer in low-income communities like Buffalo, students lose two months of reading skills and more than two months of math skills. Participation in high-quality summer learning programs helps 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 or charter school in Buffalo during the 2018-19 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 8th, 2019 – August 16th, 2019. 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 a Workers’ Compensation insurance waiver).

SUMMER CAMP 2.0

In 2018, Say Yes Buffalo convened a Summer Camp 2.0 Workgroup to explore enhancements to the Summer Camp initiative. This group conducted a literature review of best practices in summer learning and constructed a logic model detailing what an enhanced model in Buffalo could look like. During 2019 Summer Camp, Say Yes will pilot some model enhancements at four pilot sites for a total of 200 students (on average 50 students/site). These enhancements are detailed in the “Scope of Work for Pilot Sites” section below. If partners wish to be considered to run a pilot site, they must indicate such on their “2019 Say Yes Summer Camp Partner Application.” Please note, pilot sites will be compensated at an elevated rate, as detailed in the “Partner Reimbursement” section below.

LENGTH OF SERVICE

Selected organizations will partner with Say Yes Buffalo, Buffalo Public Schools and the City of Buffalo April 2019 – September 2019.

SCOPE OF WORK FOR “TRADITIONAL” SITES

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 8th, 2019 – August 16th, 2019. 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, breakfast and lunch 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 Sex Offender Registry; an additional background check may be required.

- Recruiting and enrolling eligible students to fill all student slots. Students must be in grades PK-6 and enrolled in a Buffalo Public School or charter school in Buffalo during the 2018-19 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.

SCOPE OF WORK FOR “PILOT” SITES

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 8th, 2019 – August 16th, 2019. The camp must run Monday – Friday, either 8:00am – 2:00pm (two sites) or 8:00am – 4:00pm (two sites). Sites are allowed and 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 180 minutes of academics daily, including implementing an evidenced-based curriculum provided by Say Yes Buffalo; offering at least 90 minutes of extracurricular Youth Development activities daily at 8:00am – 2:00pm sites, or at least 180 minutes of these activities at 8:00am – 4:00pm sites; providing breakfast, lunch and snack daily; and providing 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 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 Sex Offender Registry; an additional background check may be required.
- Providing adequate paid planning and professional development time to staff. Sites must pay certified teachers and site coordinators for at least 45 hours of planning time, and 10 hours of professional development time. Sites must pay their other site staff for at least five hours of professional development time.

- Recruiting and enrolling eligible students to fill all slots. Students must be in grades PK-6 and enrolled in a Buffalo Public School or charter school in Buffalo during the 2018-19 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 at the following rates:

- 8:00am – 12:00pm “traditional” sites: \$245/student, plus 10% for administrative overhead
- 8:00am – 2:00pm “pilot” sites: \$510/student, plus 10% for administrative overhead
- 8:00am – 4:00pm “pilot” sites: \$625/student, plus 10% for administrative overhead

This will be paid out over three payments: May 31st, August 9th and September 4th, 2019. Additionally, Say Yes will pay for background checks necessary to meet staffing ratios, plus one.

REQUIREMENTS

To apply, potential partners must complete a “2019 Say Yes Summer Camp Partner Application” and submit all required attachments found at www.sayyesbuffalo.org/summer2019. Applications can either be submitted online at www.sayyesbuffalo.org/summer2019 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 February 19th, 2019.

CRITERIA AND EVALUATION OF PROPOSALS

Each proposal will be evaluated based on completeness and the point system outlined in Part III of the “2019 Say Yes Summer Camp Partner Application.” Say Yes will also conduct a site visit to your proposed site(s) to ensure it is appropriate for the program(s) you propose to run. Lastly, Say Yes will take into account prior performance as a Summer Camp partner. Contracts will be awarded March 29th, 2019.

TIMELINE

1/22/19 – Release of Request for Proposals

1/24/18 – Summer Camp Informational Meetings (optional, but recommended)

1/31/19 – Program Design workshop (optional, but recommended for new applicants)

2/7/19 – Preparing a Strong Application workshop (optional, but recommended for new applicants)

2/19/19 – Partner applications due

3/15/19 – All pre-contract site visits complete

3/29/19 – Contracts awarded

4/2/19 – Contract Meeting (mandatory for all partners)

4/8/19 – Signed contracts due to Say Yes