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DEPARTMENT OF CHILDREN, YOUTH AND THEIR FAMILIES

Malcolm X Academy Beacon Community School RFP

DATE ISSUED:

Monday, March 8, 2021

DEADLINE FOR SUBMISSION:

Friday, April 2, 2021, at 5:00 PM



Table of Contents

About DCYF.....	3
RFP Timeline and Important Elements.....	4
Funding Terms	5
Requirements	8
Online Submission Instructions	20

About DCYF

The San Francisco Department of Children, Youth and Their Families (DCYF) brings together City government, schools, and community-based organizations to help our city's children and youth, birth to age 24, and their families lead lives full of opportunity and happiness. We strive to make San Francisco a great place to grow up, and this requires resources, community engagement, collaboration, coordination, and creativity. Through our work we help children and youth to:

- Be healthy;
- Succeed in school and prepare for the future;
- Engage in positive activities when school is out;
- Contribute to the growth, development and vitality of San Francisco and
- Live in safe and supported communities.

The people of San Francisco made a unique, first of its kind commitment to our community in 1991 by creating the Children and Youth Fund and dedicating property tax revenues to fund vital services for our city's children and youth, and their families. The Children's Fund was overwhelmingly renewed by voters in 2000, then renewed again in 2014 with broad voter support for an extended 25-year tenure through Proposition C. Proposition C, also known as the Children and Families First Initiative, increased the property tax earmark for children and youth to four cents of every \$100 of assessed property value, renamed the Children's Fund to the Children and Youth Fund and expanded use of the Fund to the provision of services to disconnected transitional age youth (TAY) ages 18 to 24.

DCYF administers these funds to community-based organizations and public agencies to provide services to children, youth and families. DCYF's Oversight and Advisory Committee (OAC), which was established under the 2014 legislation, helps to guide strategic planning, funding recommendations and evaluation of funded programs. In fiscal year 2018-19, DCYF provided approximately \$141 million to 440 programs located across all of San Francisco's neighborhoods, helping to support more than 42,000 children and youth, birth to age 24, and their families.

The primary areas of DCYF funding are Early Care and Education; Out of School Time; Educational Supports; Enrichment, Leadership and Skill Building; Justice Services; Youth Workforce Development, Mentorship; Emotional Well-Being and Family Empowerment. Our investments are equitable and holistic, offering avenues to enhance learning, while simultaneously creating healthy family and community environments to support individual growth.

Our purpose extends far beyond funding: we are a strong voice at the heart of San Francisco's commitment to children, youth, transitional age youth and their families. We combine broad experience, community engagement, creative thinking and thoughtful decision making to improve access to services and make a measurable impact. Over the past 25 years, San Francisco has become home to some of the best practices and programs in the nation.

RFP Timeline and Important Elements

ESTIMATED TIMELINE (Dates may be subject to change)	
RFP Issued	Monday, March 8, 2021
Question Submission Period Ends	Monday, March 15, 2021, at 5:00 p.m.
Answers to Questions Posted	Monday, March 22, 2021, at 5:00 p.m.
Proposals Due	Friday, April 2, 2021 at 5:00 p.m.
Award Decision Finalized	Friday, April 23, 2021, 2021

SUBMISSION REQUIREMENTS

All applications in response to this RFP **must be submitted using DCYF's online application system** (See the Online Submission Instructions section for more information). The deadline to apply is **5:00 p.m. on Friday, April 2, 2021**. Proposals will not be accepted after this deadline.

TECHNICAL ASSISTANCE AND QUESTIONS

DCYF is committed to providing as much clarity as possible during this RFP process. All questions about the RFP **must be submitted in writing** to the email address below. DCYF staff will not answer questions via telephone or in person, nor will it hold a pre-proposal conference.

SUBMIT ALL RFP QUESTIONS TO:	DEADLINE FOR RFP QUESTION SUBMISSION:
sherrice.dorsey@dcyf.org	Monday, March 15, 2021 at 5:00 p.m.

To ensure that all applicants have access to both the submitted questions and their corresponding answers, DCYF will publish all received questions and answers by Monday, March 22, 2021 at 5:00 p.m. at www.dcyf.org.

Funding Terms

Grant Terms

Grant terms for the program within this RFP may vary. Variation in grant terms will depend on the availability of funds; grantee performance relative to the requirements and expectations set forth by the RFP; compliance with DCYF's contractual, reporting and evaluation requirements and other expectations detailed in the grant agreement and award letter. In addition, DCYF shall, at its sole discretion, have the option to renew the grant agreement. The final terms and conditions of the grant shall be subject to negotiation.

Uses of DCYF Funds

DCYF funds shall only be used to support program costs that are direct or indirect expenses related to the requirements provided for each community program. These funds shall only be used to support San Francisco youth and family residents. Applicants are encouraged to submit realistic budgets that adequately account for true program costs and the aspects of services that are key to quality.

Examples of eligible uses of funds include, but are not limited to:

1. Staffing costs and fringes;
2. Rent, lease and occupancy costs;
3. Materials and supplies;
4. Food costs;
5. Transportation and
6. Administrative costs up to 15% of the total contract amount (including administrative costs of subcontractors).

DCYF grant funds shall not be used for:

1. Services to non San Francisco residents;
2. Any service that merely benefits children and youth incidentally;
3. Acquisition of any capital item not for primary and direct use by children and youth;
4. Acquisition of real property (excluding leases for a term of 12 months or less);
5. Maintenance, utilities or similar operating costs of a facility not used primarily and directly by the funded program;
6. Out-of-country travel;
7. Depreciation on buildings or equipment and
8. Religious worship, instruction or proselytization.

Also, DCYF will not spend its limited resources funding services that should be provided by other entities such as other City departments or the San Francisco Unified School District (SFUSD). For more detailed information on uses of funds, please refer to *Doing Business with DCYF* at: www.dcyf.org/doing-business-with-dcyf-guide.

Right Not to Fund

If the submitted applications to this RFP are not deemed responsive or do not meet requirements, DCYF reserves the right not to issue awards. DCYF may also negotiate a separate process to cultivate the services identified in this RFP. DCYF reserves the right to not fund past the initial grant agreement and to extend the agreement for additional years.

Terms and Conditions

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify DCYF in writing if the proposer discovers any ambiguity, discrepancy, omission or other error in the RFP. Any such notification should be directed to DCYF promptly after discovery but no later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Addenda to RFP

DCYF may modify the RFP prior to the proposal due date by issuing written addenda. Addenda will be posted on DCYF's web site at www.dcyf.org. The Department will make reasonable efforts to notify proposers in a timely manner of modifications to the RFP. Notwithstanding this provision, the proposer shall be responsible for ensuring that its proposal reflects any and all addenda issued by DCYF prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer visit our web site before submitting its proposal to determine if it has received all addenda.

C. Revision of Proposal

A proposer may revise a proposal on its own initiative at any time before the submission deadline. Because the online application system used for this RFP does not allow applicants to make revisions once a proposal is submitted, applicants are instructed to contact DCYF at communitygrantsrfp@dcyf.org to make arrangements to perform any revisions to proposals that have already been submitted.

In no case will a statement of intent to submit a revised proposal or commencement of a revision process extend the proposal due date for any proposer.

At any time during the proposal evaluation process DCYF may require a proposer to provide oral or written clarification of its proposal. DCYF reserves the right to make an award without further clarifications of proposals received.

D. Late or Conditional Proposals

Any proposal received after the exact time specified for receipt will **not be considered**. Any proposal may be rejected if it is conditional, incomplete or deviates from specifications stated in this RFP. Minor deviations may be waived at the discretion of the City.

E. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by DCYF that any grant will actually be entered into. DCYF expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to the submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means;
6. Award multiple grants per community program or
7. Determine that no project will be pursued or contract be issued.

F. Appeal Procedures

Agencies not awarded funds through this RFP can file a formal appeal with DCYF. The appeal period begins immediately following the award announcement (tentatively scheduled for Friday, April 23, 2021), and ends at 5:00 p.m. seven calendar days following the award announcement. Appeals will only be accepted in writing and can be **submitted electronically to** or delivered via hard copy to DCYF offices prior to the end of the appeal period. A panel selected by DCYF will review all eligible appeals, and the panel decisions will be final or delivered via hard copy to DCYF offices prior to the end of the appeal period. A panel selected by DCYF will review all eligible appeals, and the panel decisions will be final.

Appeals are most likely to be successful when they are based on technical errors on DCYF's part that may have affected our decision. When appealing an RFP decision, applicants should submit the following:

- Agency Name
- Name of the proposal being appealed
- The reason for the appeal: applicants should describe the reason(s) they feel a new decision is warranted. In addition to technical errors, DCYF will take into account new information or changes in circumstance that have emerged since the RFP submission date.

The following items represent insufficient grounds for an appeal:

- Inaccurate observations made by readers, as shown in their comments
- Variations in individual reader's scores
- Impact on the program, agency, or youth served (these considerations will be taken into account during the RFP review process)
- Past history of being a DCYF grantee

Requirements

The purpose of this RFP is to identify nonprofit organizations to provide specific services throughout the City and County of San Francisco. Agencies receiving grants as a result of this RFP must be San Francisco City-approved suppliers, meet specific eligibility and contractual requirements, and operate in a spirit of community partnership to help DCYF meet our funding goals and outcomes.

Supplier Status

Agencies funded through this RFP must be City-approved suppliers and not be on the City Supplier Debarred list before receiving funds. **Organizations must be approved City suppliers by the release of award decisions (tentatively scheduled for April 23, 2021)** to receive funding under this RFP. Supplier application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from the Office of Contract Administration website at www.sfgov.org/oca. More information on becoming a City supplier is available at the San Francisco City Supplier Portal, at <https://sfcitypartner.sfgov.org/>.

Subcontractors are not required to be City-approved suppliers; only the lead agency or fiscal sponsor must be City-approved.

DCYF Eligibility Requirements

All applicants must meet all of the following eligibility requirements to be considered for DCYF funding.

- Applicants must be a community-based agency that is non-profit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code, or apply under a valid fiscal sponsor.
- Program may only serve residents of San Francisco.
- All services must take place in the district specified in the addback description. Citywide grants may take place in any district.
- Organizations receiving a grant from this RFP must be approved City suppliers by the release of award decisions (tentatively scheduled for April 23, 2021) to receive funding under this RFP. DCYF reserves the right to revoke a grant award if an organization is unable to meet this deadline.
- Applicants must agree to meet Compliance Standards established by the City and DCYF throughout the grant term and participate in evaluation activities.
- Organizations must be compliant with the City's insurance requirements by the completion of contract negotiations.

Non-Eligible Entities:

- No City and County of San Francisco agencies or departments, nor San Francisco Unified School District (SFUSD), may apply for funding under this RFP.

Minimum Compliance Standards

The contract requirements include commercial general liability, workers compensation and

auto insurance; compliance with Equal Benefits Ordinance and a current San Francisco business tax certificate, if applicable.

All DCYF grantees are required to meet DCYF's Minimum Compliance Standards at all times. DCYF will determine if organizations are in compliance. Funded entities via this RFP will be required to comply with these standards.

A. Fiscal and Organizational Practices

All DCYF funded organizations are mandated to comply with all scheduled formal fiscal/compliance monitoring and organizational site visits.

B. Sunshine

Under Chapter 12L of the San Francisco administrative code, non-profits that receive in excess of \$250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public. This is commonly called the "Sunshine Act."

C. Accessibility

Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.

D. Non-Discrimination

Organizations must comply with San Francisco Human Rights Commission prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding grants. Organizations must also comply with the Equal Benefits Ordinance for domestic partners. Additional information concerning these items can be found on the Contract Monitoring Division website at www.sfgov.org/cmd.

E. Religious Activity

Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.

F. Political Activity

No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code.

G. Subcontracting

Applicants may include subcontracting arrangements with other agencies; however, these arrangements must be made prior to submission of the proposal. Confirmation of a memorandum of understanding or other formal agreement between the applicant and subcontractor may be requested by DCYF.

H. Contract Award

The selection process will include an evaluation by a review panel consisting of individuals selected by DCYF to identify the most responsive applicants. DCYF has the option of conducting oral interviews as part of the evaluation process. DCYF will select the finalists with whom DCYF staff shall commence contract negotiations. The selection of a proposal shall not imply acceptance by DCYF of all terms of the proposal, which may be subject to further negotiation and approvals before DCYF may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, DCYF, in its sole discretion, may terminate negotiations and begin contract negotiations with another qualified proposer.

DCYF will use a two part process to make funding decisions for this RFP. DCYF will review all submitted proposals to ensure they meet the minimum eligibility requirements detailed in this RFP. Proposals that meet minimum eligibility requirements will proceed to the Scoring and Review processes. Proposals that do not meet minimum eligibility requirements will not be scored, and the applicants will be notified.

PHASE ONE: SCORING & INTERVIEWS

Proposals that meet minimum eligibility requirements will receive a Proposal Score. As noted in the chart below, for some strategies in this RFP & RFQ the Proposal Score will be made up of an average of the Community and Internal Staff Scores. Before reading proposals, all Community and Internal Staff readers will be trained by DCYF on the goals, requirements and target populations of the strategies for which they are reading and scoring proposals. Each reader will use a rubric provided by DCYF to assign a score between 0 and 100 points to each proposal they read. The point value of each section in the scoring rubric is below.

Proposal Section	Point Value
Target Population	20
Program Design	65
Program Impact	15

Any attempt by an applicant to contact a reader during the proposal scoring and deliberation process may result in the elimination of that applicant’s proposal(s) from consideration.

Applicant Interviews for Malcom X Academy Beacon Community School:

Applicant interviews will be conducted for Malcolm X Academy Beacon Community School. These interviews will be designed to learn more information about specific proposals submitted in response to this RFP. The interviews will be conducted by the school Principal, key stakeholders within the school community, the San Francisco Beacon Initiative, SFUSD and DCYF. The applicant responses gathered from these interviews will be used as a part of the Phase 2 Deliberation process.

PHASE 2: DELIBERATION

After the scoring process is completed, DCYF staff will convene to discuss and deliberate. This deliberation process includes two parts: determining the fundability of proposals and selecting grantees and allocating funds.

Determining the Fundability of Proposals:

To determine the fundability of proposals DCYF staff will deliberate by funding strategy on each submitted proposal to weigh them against 4 Deliberation factors:

- **Strategy Alignment:** Does the proposal align with the requirements and expectations of the funding strategy?
- **Target Population:** Does the proposal indicate the ability to reach and serve the target population?
- **Past Performance:** Does the agency's past performance indicate an ability to deliver the proposed services?
- **Fiscal Health:** Does the agency have the fiscal health to manage grant funds?

To make determinations about strategy alignment and target population DCYF staff will consider the information provided in proposals and reader comments. To make determinations about past performance and fiscal health for agencies that are current grantees DCYF staff will consider a range of historical information relevant to grant performance as well as the results of previous fiscal and compliance monitoring processes. To make determinations about past experience and fiscal health for agencies that are not current DCYF grantees, DCYF staff will conduct a programmatic site visit and collect relevant documentation for a fiscal review. For the Innovation Start Up strategy applicant interviews will also contribute to determinations of the fundability.

The Deliberation process will result in a list of proposals ranked by the number of deliberation factors met. Proposals that met all deliberation factors will be considered to be most fundable.

Selecting Grantees & Allocating Funds:

To select grantees and allocate funds DCYF will first review proposals that met all or most of the Deliberation factors against several Secondary Deliberation factors. The Secondary Deliberation factors include:

1. **Characteristics of Increased Need:** these characteristics, detailed in DCYF's Services Allocation Plan (SAP) include English learners, teen parents, special needs, foster youth, under-housed, LGBTQQ, undocumented, academic underperformance or disconnected from school, exposure to violence, abuse or trauma, children of incarcerated parents, justice system involvement and mild to severe mental and behavioral health challenges. Weighing fundable programs against this factor will ensure that programs proposing to serve these groups are prioritized.
2. **Current DCYF Grants:** since DCYF is providing funding for existing strategies that already include a portfolio of grants it will be important to limit duplication unless the proposed services will address an unmet need.
3. **Total Dollars Available:** since the amount of funds in this RFP are limited it will be important to ensure that the most fundable proposals are prioritized, especially those that compliment the existing portfolio of funded programs.

The weighing of proposals against Secondary Deliberation factors will allow DCYF to develop a ranking of the fundable proposals. DCYF staff will then allocate funds to those proposals. Once this step is complete DCYF will have generated a proposed list of grants, with funding amounts, for each strategy in the RFP and RFQ.

PHASE 3: FINAL REVIEW:

To ensure that our proposed list of grants meets our goals and addresses our target and priority population(s) DCYF staff will conduct a final review of the proposed portfolio.

NEGOTIATIONS: If a proposal is recommended for funding, DCYF will review, on behalf of the City and County of San Francisco, the proposed program's scope of work and budget in detail and negotiate these items with applicants as necessary to ensure that the proposed work and budget meets the goals, requirements, and policies of this RFP and RFQ. During the Negotiations phase, scopes of work and budgets may be revised. If DCYF is unable to negotiate a satisfactory agreement with an applicant, DCYF may terminate negotiations and begin negotiating with other qualified applicants. This process may be repeated until a satisfactory contractual agreement has been reached.

Depending on funding sources, final award of the contract may be subject to approval by the Civil Service Commission, Board of Supervisors, Mayor or other governing body.

Agencies receiving awards from this RFP and RFQ must be approved City vendors by the completion of contract negotiations in order to receive funding. DCYF reserves the right not to fund agencies that are unable to obtain City-approved vendor status by the completion of contract negotiations.

SERVICE AREA: Out of School Time (OST)

STRATEGY: BEACON COMMUNITY SCHOOL: MALCOLM X ACADEMY

ALLOCATION: UP TO \$346,000

NUMBER OF GRANTS: 1

Target Population: San Francisco students who are enrolled at Malcolm X Academy Elementary School

DCYF will prioritize proposed programs that are focusing on addressing concentrated need or the characteristics of increased need that are detailed in the DCYF Services Allocation Plan. These characteristics include, but are not limited to:

- African American, Hispanic/Latino, Pacific Islander and low-income Asian Youth,
- Youth from low-income neighborhoods,
- English Learners,
- Foster youth,
- LGBTQQ youth,
- Youth with special needs,
- Teen parents,
- Homeless or under-housed youth,
- Undocumented youth,
- Children of incarcerated parents,
- Youth who are under performing or disconnected from school,
- Youth exposed to violence, abuse or trauma,
- Youth who are justice-system involved and/or
- Youth with mild to severe mental and behavioral health challenges

Description:

The Beacon Community School Strategy is designed to support the implementation of the SFUSD Comprehensive Community Schools Framework utilizing the Beacon. Beacon Community School programs will provide powerful learning, integrated health and social supports, and authentic family and community engagement to develop students' cognitive, social, emotional, and civic capacities. Beacon Community School programs will be student-centered, grounded in partnership and focused on the needs of students, families and the school community in order to provide youth and families with a full range of opportunities and supports. The Beacon Community School Strategy targets designated SFUSD Tier 3 K-5 elementary schools, Tier 3 K-8 Schools and 6-8 middle schools.

Strategy Goals:

1. To create expanded learning opportunities at schools in order for youth to feel safe, gain skills, develop supportive relationships and show growth in youth development and academic measures
2. To ensure that parents and caregivers have a connection to school and access to community resources at their child's school, have strong relationships with their children and other family members, and have the skills to navigate school and life more effectively
3. To create school-community partnerships that are intentionally coordinated and aligned to meet the needs of the youth and families at that school so that they can thrive
4. To support participants' development of social and emotional skills

Strategy Requirements:

Applicants to this strategy must meet the following requirements to be eligible for funding.

Program Structure Requirements for All Beacon Community School Programs:

1. School Based: programs must operate on campus at a designated SFUSD Tier 3 K-5 elementary, Tier 3 K-8 school, or 6-8 middle school.
2. Curriculum Based: program activities must have specific skill-building goals and utilize a sequenced curriculum. Components of a curriculum include learning goals and objectives, as well as corresponding activities that help meet these goals and objectives. The curriculum should be implemented using lesson plans to guide activities that increase in complexity and depth over time. In addition, the curriculum should ensure that participants have opportunities to practice skills and reflect on what they are learning throughout the program session.
3. Staff to Youth Ratio: programs must maintain a staff to youth ratio of no more than 15 students per staff member. DCYF encourages additional assistants or volunteers to decrease the staff-to-youth ratio below this requirement.
4. Addressing Participant Mental Health Needs: programs must demonstrate established partnerships with mental health providers and/or the ability to facilitate referrals in conjunction with SFUSD School Health Program's staff where applicable
5. Incentives: programs may provide incentives to engage and retain participants in the program. Incentives can take many forms including, but not limited to, economic (e.g. stipends, educational scholarships, personal savings accounts), in-kind (e.g. bus passes, transportation vouchers, rent subsidies, etc.), and celebratory (e.g. assemblies or award ceremonies).
6. Cultural Competency: programs must have the ability and capacity to understand and respond appropriately to the unique combination of cultural variables of each participant and utilize culturally competent practices that align with the program model and purpose
7. Health and Nutrition: programs must provide a healthy snack if operating for two hours or more. All proposed programs must provide youth with water and avoid serving sugar-sweetened beverages such as soda or sports drinks.
8. Leadership: programs must use the following leadership structure. Each Beacon Community Schools program must hire a Beacon Director, who will be responsible for managing all aspects of the Beacon Center, ensure fidelity to the Beacon Program model and oversee the implementation of the Comprehensive Community School Framework. The Beacon Director should spend 100% of their time working directly with their Beacon Center. Additionally, Beacon Directors will sit on the Site Leadership Team (refer to the SFUSD Comprehensive Community Schools Framework addendum for more details) for their school and serve as the ExCEL Program Manager to support the implementation of the ExCEL Quality Action Plan.
9. Volunteers and Staff: programs must demonstrate that staff and volunteers (including parent volunteers) are qualified and appropriately trained in at least youth development; the basic principles of group work, behavior management, and conflict resolution; how to set appropriate boundaries; and how to create an emotionally and physically safe environment. Programs must provide an orientation for all staff and volunteers (as needed), and, as feasible, must allow flexibility for all staff and volunteers (as needed) to access professional development and/or peer learning opportunities prior to the program's start.
10. School Partnership and Planning: programs will be required to jointly plan programmatic components in partnership with school leaders and the community. DCYF will outline minimum service hour and attendance requirements, however the final work plan and budget for this contract will not be approved until the lead agency has been

identified.

11. SFUSD Qualified Vendor: programs must be an approved vendor on SFUSD's Qualified Vendor List.
12. Meetings and Convenings: programs must adhere to policies of DCYF, SFUSD and the San Francisco Beacon Initiative, and participate in activities that include, but are not limited to, monthly ExCEL Meetings, Beacon Director and Beacon Committee meetings, site visits, annual conferences, annual retreats, quarterly Executive Director convenings, etc.
13. SFUSD Principal Input into Grantee Selection: The Beacon Community School Strategy requires strong integration with SFUSD central office and school site principals. The input of each school's school site principal will be heavily considered. Therefore, school site leadership will be included in the review of proposals. Principals along with key stakeholders within the school community and the San Francisco Beacon Initiative will review the proposals to work with their school and will participate in an interview with qualified applicants. Principals will not have sole autonomy in choosing the grantee that will work at their school but they will have input into the decision. **Applicants to the Beacon Community School Strategy must NOT contact school administration or staff during the writing process or before submission of their proposal.** Applicants who contact school sites, including principals and other administrative staff may have their proposal disqualified from this process.

Program Content Requirements for All Beacon Community School Programs:

1. Duration: programs must operate year-round, during the following periods:
 - o School Year: services must be offered at least 30 weeks per school year, four days per week and two hours per day. Afterschool services must be in alignment with SFUSD ExCEL requirements.
 - o Summer: services must be offered at least eight weeks per summer, five days per week and six to eight hours per day.
2. Expanded Learning: programs must offer activities that occur before, during and after school.
 - o School Day Activities: should be inclusive of the needs and interests of students and guided by clear learning goals. Examples include hosting student clubs, assisting teachers in class-based activities, hosting structured and ongoing skill-building, academic support and leadership activities.
 - o Academic Support Activities: should provide all students opportunities to participate in academic support activities such as homework help and tutoring (individual or group).
 - o Skill Building Activities: should intentionally focus on a specific skill, promote successively higher levels of mastery, and culminate in a final event or project that allows youth to present their work. Skill building activities can include, but are not limited to, arts; science, technology, engineering, and mathematics (STEM); culturally based activities; life skills and leadership. Activities should integrate a mix of learning styles. Activities should foster creative expression and development and include opportunities for youth to reflect on what they have learned.
 - o Physical Activities: should provide all students the opportunity to participate in at least 30 minutes of physical activity per day, including, but not limited to, structured games, sports, dance, and martial arts.
3. Behavior Health and Wellness: programs must collaborate closely with their school site's efforts around Behavioral Health and Wellness. This includes representation on the school's Student Assistance Program team, participation in Student Support Team meetings when appropriate, and close alignment with each site's Positive Behavior Intervention and Supports initiatives. Programs may also broker new Behavioral Health and Wellness community partnerships in collaboration with the school site administration and social worker.
4. Grade-Specific Transition Supports: programs must provide transition supports to youth entering kindergarten, 6th

and 9th grades. The following guidelines detail the specific supports that will be required for each group:

- o Programs Serving Rising Kindergartners: must provide support that focuses on school readiness including self-regulation, social and emotional learning, basic numeracy and math and literacy and phonemic awareness. Programs must also work with families, including follow up of at least six months, to promote and develop home practices that support school readiness.
 - o Programs Serving Rising 6th and 9th Graders: must use a sequenced curriculum that includes at least two of the following topics: life skills, social and emotional learning and/or academic/career support. Programs should also ensure that participants have opportunities to explore college, career and other post-secondary relevant pathways and are able to engage in leadership development opportunities including service learning, civic engagement and/or leadership roles within the program. Programs must also work in partnership with families to create an Individual Learning Plan for each participant.
5. Events: programs must host the following three events:
 - o Lights On Afterschool: held in October to celebrate National Public Awareness day and highlight the importance of afterschool programs;
 - o Year End Culminating Event: a showcase of students' projects and learning, as well as the fun that occurred throughout the year and
 - o Summer Learning Day: a day that highlights the importance of summer programs.
 6. Family Partnership: programs must provide opportunities for capacity building for both families and staff to effectively partner together. Partnership opportunities should be open to all family members that support student(s). Capacity building activities should focus on how to best support children's learning and development and integrating families within the school culture and community. Family partnership and capacity building activities must align with SFSUD Family Engagement standards and support the SFUSD Family Partnership Academy. Activities include but are not limited to creating a welcoming culture/orientations, volunteer/leadership opportunities, workshops, events that are linked to student learning etc.
 7. Social and Emotional Learning: programs must incorporate social and emotional learning principles into programming including forming positive relationships, growth mindset, self-efficacy, self-management and social awareness.

Additional Requirements for Beacon Community School Programs Serving K-5 elementary schools:

1. Expanded Learning Service Levels
 - o Afterschool: ExCEL Designated Average Daily Attendance
 - o Summer Program: 75 Youth
 - o School Day: 50% of School Enrollment
2. Family Partnerships: 20% of School Enrollment
3. Behavioral Health and Wellness: Service level target should be planned in partnership with the school during workplan negotiations

Additional Requirements for Beacon Community School Programs Serving K-8 Schools:

1. Expanded Learning Service Levels
 - o Afterschool: ExCEL Designated Average Daily Attendance

- o Summer Program: 150 Youth
 - o School Day: 40% School Enrollment
2. Family Partnerships: 20% of School Enrollment
 3. Behavioral Health and Wellness: Service level target should be planned in partnership with the school during workplan negotiations.
 4. Schools Transitions: Service level target must be planned in partnership with the school during workplan negotiations.

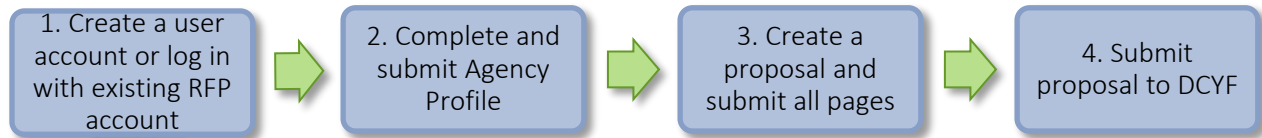
Questions:

Question Section	Question Text	Number of Characters for Response
Target Population Need	Describe the unique needs, assets, strengths and challenges of the community in and around the selected school. Describe how your proposed program will address the unique needs of this community.	1400
Program Design	Describe your agency's experience providing the types of services required by this strategy including how long the services have been provided and how the service delivery approach has changed over time.	1400
	If you operate at another Beacon Community School(s), how do you support the school day at your other Beacon(s)? What structures, staffing, and schedules have you had? What have been the positive outcomes? What set-backs have you faced? Have you lead this type of "creative" support to any other initiatives?	1400
	Give examples of effective structures your organization has used to manage student behavior. Please give examples for how you've adjusted to prevent further Tier 2 (dangerous &/or very disruptive) and Tier 3 (dangerous/suspendable) behaviors.	1400
	What are examples of ways you've fostered strong relationships with students, school staff, families, and other partner organizations in the community? Give examples of each one.	900
	Describe the process the proposed program will use to identify and accommodate participants' special needs including physical, emotional, learning disabilities, etc. Describe how the proposed program will engage with the families and/or caregivers of participants to support the implementation of accommodations.	900
	Describe how the proposed program will meet the needs of youth in different grades and/or of different ages.	900
	Describe how the proposed program will provide expanded learning opportunities to participants including school day and skill building activities, academic support and physical activity.	900
	Describe how the proposed program will meet the requirement of delivering family partnership activities.	900
	Describe how the proposed program will provide behavioral health and wellness services. In your answer describe any established partnerships with mental health providers that can be used to support participants.	900
	Describe how the proposed program will provide grade specific transition supports in alignment with the requirements for each grade.	900
Describe the curriculum the proposed program will use to meet the requirements of the strategy. Describe how curriculum will be taught to ensure the learning of participants with diverse learning styles and needs.	900	
Describe how your proposed program and the programs/initiatives identified above will work together to benefit the participants.	900	

Question Section	Question Text	Number of Characters for Response
Program Impact	What processes and systems does your agency have in place to evaluate services, program quality and impact? How does your agency use data to refine and improve the delivery of services?	900
	Malcolm X Academy believes in reaching each and every student, by any means necessary . Please define what each and every and by any means necessary means to your organization and provide examples.	900

Online Submission Instructions

Proposals responding to this RFP must be submitted through the RFP system using the process detailed below.



Step 1: Create a user account for your agency

For prior DCYF applicants: Agencies that applied to the 2018-2023 and/or the 2019-2023 RFPs may use their existing user accounts from either of these RFPs to apply for the Malcom X Academy Beacon Community School RFP. To retrieve your prior RFP account's username and reset your password, click the 'Forgot your username or password?' link and enter the email address attached to your agency's prior account(s). Reset the password for an account with the system name of 'SF DCYF RFP 2018.'

For new DCYF applicants: To create a user account for the RFP, visit <http://www.contracts.dcyf.org/rfp> and click on the 'Create one' link below the password field. Complete all fields in the *RFP Account Sign Up* form and click *Create Account*.

After completing the *RFP Account Sign Up* form, you will receive an email to verify your account. Click on the link in the email and type in the username and password you entered on the *Account Sign Up* form to verify your account. If you do not receive the verification e-mail in your Inbox, check your Spam or Junk Mail folder.

After verifying your account, you may access the online application system for the RFP by going to <http://www.contracts.dcyf.org/rfp> and entering your username and password.

Step 2: Complete and submit the *Agency Profile* for your agency

After logging into the RFP system, you will arrive at the *Agency Home* page. Here, you can download a copy of the RFP document, complete the *Agency Profile*, and create proposals for the RFP.

Before creating proposals for the RFP, you must complete the *Agency Profile* for your agency. The *Agency Profile* contains basic information on your agency that will apply to every proposal that you submit. Depending on whether your agency has applied to previous RFPs, the *Agency Profile* may already be completed. If this is the case, then all you need to do is review the information, make any necessary changes and submit the form.

Fill out each field in the *Agency Profile* and upload all required documents. To save your work and check that you have entered all required information, hit *Save*. If required information is missing or entered incorrectly, a validation error will appear at the top of the page in red text. When you have completed the *Agency Profile*, click *Submit*. If you need to edit information on the *Agency Profile* after it has been submitted, you may unlock the page after you have started creating proposals, make edits to the profile, and resubmit. Updated information on the *Agency Profile* will be applied to all proposals submitted by your agency.

IMPORTANT NOTE: If you need to navigate away from the *Agency Profile* before it is submitted, **you MUST CLICK SAVE to save your progress.** After saving, you may log out of the system and return later to continue working on the *Agency Profile*.

Step 3: Create proposal, fill out and submit all pages

After completing and submitting the *Agency Profile*, you can create and submit proposals for the RFP. To create a new proposal, click *Add New Proposal* on the *Agency Home* page.

After clicking *Add New Proposal*, you will be taken to the *Program Information* page. Here, you will enter a name for your proposed program, select a funding strategy, and designate a proposal contact person. After completing the *Program Information* page, click *Submit*. The funding strategy that you select on the *Program Information* page will determine the types of questions you will answer on the *Program Design* page.

After submitting the *Program Information* page, you will arrive at the *Proposal Overview* page. Here, you can access and view the status of all pages that are part of your proposal. Each page required for a proposal is shown as a numbered step on the *Proposal Overview* page and included in the progress bar at the top of the page. If you submitted the *Agency Profile* and *Program Information* pages before arriving at the *Proposal Overview*, you will see that steps 1 and 2 are already complete. Complete and submit all remaining pages shown on the *Proposal Overview* page. If required information is missing or entered incorrectly when you try to submit a page, a validation error will appear at the top of the page in red text.

IMPORTANT NOTE: If you need to navigate away from a page before it is submitted, **you MUST CLICK SAVE to save your progress.** After saving, you may log out of the system and return later to continue work on proposals.

Step 4: Submit proposal to DCYF

After all pages in a proposal have been completed, the entire proposal must be submitted to DCYF for consideration. To submit a proposal to DCYF for consideration, click on *Sign & Submit Proposal* on the *Proposal Overview* page. On the submission page, you can download and review a copy of your complete proposal, verify your agency's contact person for the proposal, and submit the proposal to DCYF. After reviewing the proposal PDF and verifying the proposal contact person, click submit to send the proposal to DCYF.

IMPORTANT NOTE: To create and submit additional proposals to DCYF, repeat steps three and four. Each agency should use a single user account to submit all proposals. Information submitted in the *Agency Profile* will be included with each proposal submitted using that account.

Online Training Videos

Training videos on creating user accounts, submitting the *Agency Profile*, and submitting proposals are available on YouTube. Visit the RFP page on the DCYF website at <http://www.dcyf.org> to the links to the YouTube videos.