

## Select Services Program

CASE for Kids **Select Services** Program matches qualified providers with CASE for Kids-supported sites to engage youth in hands-on, project-based out-of-school time activities in diverse content areas with a focus on literacy and numeracy integration, and social emotional learning (SEL) integration.

**Select Services Providers** are chosen by CASE for Kids for their ability to deliver quality programming. Applicants may choose to apply for one or more of the following deliverables:

- 1.) **Direct Service** – provide project-based learning activities at multiple afterschool sites throughout the year
- 2.) **Train-the-Trainer** – provide training to afterschool practitioners in the provider’s area of expertise
- 3.) **Kids’ Day Project** – provide a series of sequential project-based sessions or train site staff to deliver sessions at afterschool sites, and provide an off-site culminating event that supports lessons learned during sessions

### APPLICANT ELIGIBILITY

- Currently approved, or pending approval, as a [CASE for Kids Afterschool and Summer Direct Service Provider](#) or [CASE for Kids Trainer or Consultant](#).
- Two (2) years’ experience within the last five (5) years in providing similar services proposed in this application
- Willingness to deliver service to sites in targeted geographic areas (see below)
- Capacity to meet **administrative requirements** outlined in this application
- Capacity to meet **deliverable requirements** outlined in this application

### REQUIRED ORGANIZATIONAL CAPACITY

**Select Services Providers** must have the organizational capacity to:

- Operate on a reimbursement model with the ability to deliver services 30 days in advance of payment for services
- Coordinate schedules, place instructors, and maintain ongoing effective communication with the program site
- Provide direct service in at least two geographic areas in Harris County, TX
- Provide necessary materials and equipment to deliver program content
- Provide experienced staff with content expertise to engage children, youth and staff and effectively deliver high quality, age-appropriate, project-based activities
- Collect and electronically submit accurate and timely information that includes site schedules, staff background checks, staff resumes, and attendance reports as required
- Adherence to CASE for Kids Select Services guidelines and requirements
- Meet CASE for Kids training requirements:
  - ❖ Staff participation in 10 hours of CASE for Kids trainings or provide proof of comparable training prior to August 31, 2018
- Monthly attendance by at least one staff member at Select Services Learning Communities at CASE for Kids, January 2018 through May 2018
- Participate in CASE for Kids surveys and focus groups

### HARRIS COUNTY GEOGRAPHIC AREAS

- |  |  |
|--|--|
| ▪ Inside 610 Loop - North                    | ▪ Between Beltway 8 and 610 Loop - Northwest |
| ▪ Inside 610 Loop - South                    | ▪ Between Beltway 8 and 610 Loop - Southwest |
| ▪ Inside 610 Loop - East                     | ▪ Outside of Beltway 8 - Northeast           |
| ▪ Inside 610 Loop - West                     | ▪ Outside of Beltway 8 - Southeast           |
| ▪ Between Beltway 8 and 610 Loop – Northeast | ▪ Outside of Beltway 8 - Northwest           |
| ▪ Between Beltway 8 and 610 Loop – Southeast | ▪ Outside of Beltway 8 - Southwest           |

## DELIVERABLES

Based on the ability to meet program requirements, applicants may choose to apply for more than one deliverable. Read below each deliverable description for program requirements.

### **DELIVERABLE 1: DIRECT SERVICE**

**Select Services Providers will offer quality, age appropriate, project-based hands-on learning activities for children and youth during out-of-school time at selected CASE for Kids-supported sites.**

### **Program Requirements**

- Provide session content based on services outlined in the CASE for Kids Afterschool and Summer Direct Service Provider RFP
- Maintain a supportive environment designed to engage children and youth in collaborative learning and skill acquisition with a focus on literacy or numeracy integration, and SEL integration
- Deliver direct services between January 5, 2018 and August 31, 2018
- Provide a minimum of four (4) sessions (at least 45 minutes in length) per site
- Provide sequential sessions for programming that takes place during the school year
- Deliver sessions at multiple sites approved by CASE for Kids
- Provide CASE for Kids with a detailed site schedule one week prior to service delivery (Site schedule template provided by CASE for Kids)

### **Commitment to Continuous Quality Improvement**

CASE for Kids is committed to promoting high quality programming within the Houston area out-of-school time field through our [Quality Framework](#). All Select Services Providers will be expected to work toward continuous quality improvement. Select Services must be prepared to collect and submit quantitative data below in support of their program's evaluation:

- Youth enrollment & attendance by individual participant, using CASE for Kids attendance system
- Activity schedule at each site
- Youth and practitioner participant assessments and results

To inform continuous quality improvement of the provider's programming, CASE for Kids will provide the programmatic feedback:

- External site assessment scores
- Results of satisfaction surveys administered to practitioners and youth
- Review meeting with CASE for Kids at the end the contract term

Any programmatic feedback shared is low-stakes and is intended to assist providers in enhancing program quality and will not affect provider's future involvement with CASE for Kids.

### **Funding**

All CASE for Kids Select Services Providers will receive a seven (7) month contract to deliver services at selected CASE for Kids-supported sites. **Contract minimum is \$8,000** to serve approximately 4-8 sites and includes \$500 for project administration. Providers must complete the vendor renewal process as required by HCDE Purchasing and remain in good standing as an HCDE vendor for the length of the contract. Funding for Select Services contracts is contingent upon approval by the Gulf Coast Workforce Development Board, Texas Workforce Commission, HCDE Board of Trustees and is subject to EDGAR regulations.

## **DELIVERABLE 2: TRAIN-the-TRAINER**

**Select Services Providers with content expertise will offer a train-the-trainer model for afterschool practitioners to utilize at their program sites.**

### **Program Requirements**

- Provide session content based on services outlined in the CASE for Kids Trainers and Consultants RFP or HCDE General Consultant Services RFP.
- Provide instructional and subject matter experts to successfully deliver the Select Services Train-the-Trainer session(s)
- Provide hands-on workshop materials to teach out-of-school time practitioners how to deliver subject matter content
- Provide take-away materials for up to 15 students for participants to deliver engaging, project-based, academically enriching activities to students at their program site
- Intentionally integrate literacy and/or numeracy concepts into subject matter topic
- Intentionally integrate SEL. *For more information on social emotional learning, SEL, refer to the [CASEL website](#)*
- Provide documentation of trainer's expertise in the session content and ability to train others
- Session length is proposed by the trainer based on content

### **Commitment to Continuous Quality Improvement**

CASE for Kids is dedicated to ensuring high quality out-of-school time programming in Harris County, TX. All Select Services Providers will be expected to work toward continuous quality improvement. Select Services Providers must be prepared to collect and submit the following data in support of their program's evaluation in order to measure progress:

- Session attendance by individual participant
- Session participant satisfaction survey

To inform continuous quality improvement of the providers programming, CASE for Kids will provide results of satisfaction surveys administered to practitioners.

### **Funding**

CASE for Kids Select Services Providers will receive a contract from CASE for Kids to deliver trainings and take-away materials for practitioners based on the provider's content expertise that includes literacy and/or numeracy and social learning concepts. Contract period and contract amount will be determined on a case by case basis. Funding for Select Services contracts is contingent upon approval by the Gulf Coast Workforce Development Board, Texas Workforce Commission, HCDE Board of Trustees and is subject to EDGAR regulation.



### **DELIVERABLE 3: Select Services Provider Kids' Day Project**

**Select Services Providers deliver a series of sequential project-based sessions or train site staff to deliver sessions at 10 afterschool program sites, and provide an off-site culminating event that supports lessons learned during Kids' Day Project sessions.**

***Case for Kids** Kids' Day Project model is a fun and educational project that connects after-school students with real world issues. Students participating in a Kids' Day Project meet in their after-school programs for approximately 8 weeks to work through prepared project-based learning curricula related to math, science, technology and/or the arts. Students from participating Kids' Day sites then come together for a culminating event that gives them the opportunity to interact with each other and celebrate what they learned in their Kids' Day Project classes.*

#### **Program Requirements**

- **Provide activity plan and lesson plans for all sessions.**
- **Deliver direct services to sites OR deliver training for site staff to deliver lessons for a minimum of eight (8) sequential sessions (at least 45 minutes in length) at 10 afterschool program sites designated by CASE for Kids between January 8, 2018 and May 25, 2018.**
- **Produce and coordinate an off-site culminating event no later than May 25, 2018.**
- **Provide lunch and beverages for students and chaperones at the culminating event.**
- **Provide all students materials for sessions and the culminating event.**
- Provide session content based on services outlined in the CASE for Kids Afterschool and Summer Direct Service Provider RFP, CASE for Kids Trainers and Consultants RFP, or the HCDE General Consultant Services RFP.
- Provide session content that is designed to engage students in a supportive environment with a focus literacy or numeracy integration, and SEL integration.

**CASE for Kids will provide the following support to the provider for the Kids' Day Project culminating event:** student registration for all sites, coordination and payment of students' transportation, logistic support, press release, photography, and a free Kids' Day Project T-shirt for each student.

#### **Commitment to Continuous Quality Improvement**

CASE for Kids is committed to promoting high quality programming within the Houston area out of school time field through our [Quality Framework](#). All Select Services Providers will be expected to work toward continuous quality improvement. Select Services must be prepared to collect and submit quantitative data below in support of their program's evaluation:

- Youth enrollment & attendance for sessions by individual participant, using CASE for Kids attendance system, if the Select Services provider is offering the direct service model.
- Youth and practitioner participant assessments and results

To inform continuous quality improvement of the provider's programming, CASE for Kids will provide the programmatic feedback:

- External site assessment scores
- Results of satisfaction surveys administered to practitioners and youth
- Review meeting with CASE for Kids at the end the contract term

Any programmatic feedback shared is low-stakes and is intended to assist providers in enhancing program quality and will not affect provider's future involvement with CASE for Kids.

## **Funding**

All CASE for Kids Select Services Providers will receive seven (7) month contract to support the Kids' Day Project at 10 designated CASE for Kids-supported sites. The contract minimum for the Kids' Day Project is \$20,000. Allowable expenses covered in the contract include: direct service or staff training, all supplies and materials for sequential sessions at 10 sites, project administration, event coordination, event rental space, event food for chaperones and students, and event materials and supplies for students. Providers must complete the vendor renewal process as required by HCDE Purchasing and remain in good standing as an HCDE vendor for the length of the contract. Funding for Select Services contracts is contingent upon approval by the Gulf Coast Workforce Development Board, Texas Workforce Commission, HCDE Board of Trustees and is subject to EDGAR regulations.

## APPLICATION REVIEW AND SELECTION PROCESS

CASE for Kids will first review all applications submitted for completion and compliance with the minimum administrative requirements. Completed applications that meet the administrative requirements will then be reviewed for overall program requirements. CASE for Kids will take into consideration the variety of services submitted by all applicants for targeted geographic service areas as well as the history of the applicant with CASE for Kids. The review committee reserves the right to interview any or all applicants during the review process. Upon completion of application review, CASE for Kids will notify applicants chosen for the Select Services Program in writing.

## PROJECT TIMELINE

August 14, 2017	Application released and sent to all approved and pending CASE for Kids Afterschool and Summer Direct Service Providers
September 6, 2017	Eligibility and application information meeting (optional) 10 a.m. to 11 a.m. at HCDE North Post Oak Bld, 6005 Westview, Houston, TX 77055
<b>September 22, 2017</b>	<b>Application due at CASE for Kids. Applications only accepted via email to <a href="mailto:jchavez@hcde-texas.org">jchavez@hcde-texas.org</a></b>
September 25 – 29, 2017	Applications reviewed for eligibility
October 2 – 6, 2017	Eligible applications reviewed by CASE for Kids
<b>October 10, 2017</b>	<b>Applicants notified of final selection. Approved Select Services Providers posted on <a href="http://www.afterschoolzone.org">www.afterschoolzone.org</a></b>
October 18, 2017	Mandatory Select Services Orientation
October 25, 2017	Select Services Match Meeting for Spring 2018
November 17, 2017	Final contract negotiations with CASE for Kids
January 8, 2018	Select Services begin at sites
February 14, 2018	Select Services Match Meeting for Summer 2018
January 2017 - August 2017	Contract Term for Select Services Program

## APPLICATION INSTRUCTIONS

- STEP 1:** Complete the Select Services application.
- STEP 2:** Prepare all additional supporting documents.
- STEP 3:** Scan the completed application and accompanying supporting documents as one document. Only PDF documents will be accepted.
- STEP 4:** Send the completed scanned document as an email attachment to Jacqueline Chavez at [jchavez@hcde-texas.org](mailto:jchavez@hcde-texas.org) by the application deadline. Include the name of the company in the title of the email.

***CASE for Kids will not accept hand delivered or faxed applications.***

## Select Services Program Application

Please complete application in its entirety.

**PROVIDER NAME\*:** \_\_\_\_\_

*\*As it is listed on the CASE for Kids Afterschool and Summer Direct Service RFP or Consultant and Trainer RFP*

**Contact Person:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

The vendor has been approved or is currently pending approval for the following HCDE RFP numbers:

**HCDE RFP #:** \_\_\_\_\_ **HCDE RFP #:** \_\_\_\_\_ **HCDE RFP #:** \_\_\_\_\_

Check the deliverables the provider is applying for in this application. The provider may apply for any or all deliverables.

- Deliverable 1 – Direct Service
- Deliverable 2 – Train-the-Trainer
- Deliverable 3 – Select Services Provider Kids' Day

### GENERAL REQUIREMENTS

- Yes No The applicant has the capacity to operate on a reimbursement model with the ability to deliver services 30 days in advance of payment for services.
- Yes No At least one staff member will attend Select Services learning community meetings at CASE for Kids.
- Yes No Applicant will participate in CASE for Kids surveys and focus groups.
- Yes No The provider will commit to staff participation in 10 hours of CASE for Kids provider training or provide proof of comparable training preapproved by CASE for Kids prior to the end date of the Select Services contract.
- Yes No The provider has the ability and means to collect and electronically submit accurate and timely information that may include schedules, staff background checks, staff resumes, and attendance reports.

## DELIVERABLE 1 – DIRECT SERVICE

*Please complete this section in its entirety if applying for Deliverable 1.*

### NARRATIVE

*Use 100 words or less to respond to following questions.*

Describe the company's administrative process to coordinate multiple sites

Provide company policies for instructors regarding tardiness, not showing for class, and substitutes.

Describe the company's current background check process and onboarding process for staff.

What training do you currently require of staff?

What additional assistance, if any, will be needed to fulfill CASE for Kids staff training requirements?

*Note: Requesting additional assistance will not disqualify the applicant for this program.*

List three (3) afterschool program sites where similar services were provided within the past five (5) years.

Site name	Zip code	Year(s) service provided



**Service Area**

Check all geographic locations that applicant is willing to deliver services. Check the additional mileage fee box for any geographical area that is at least 15 miles beyond the applicant’s typical service area. A \$15 travel fee may be added per session for sites outside the provider’s typical service area. Please note that the provider can only deliver services at selected CASE for Kids Select Services sites within these geographic areas in Harris County, TX.

- | <u>Service area</u>   | <u>Additional mileage fee required</u> |
|---|--|
| <input type="checkbox"/> Inside 610 Loop – North                    |  |
| <input type="checkbox"/> Inside 610 Loop – South                    |  |
| <input type="checkbox"/> Inside 610 Loop- East                      |  |
| <input type="checkbox"/> Inside 610 Loop – West                     |  |
| <input type="checkbox"/> Between Beltway 8 and 610 Loop – Northeast |  |
| <input type="checkbox"/> Between Beltway 8 and 610 Loop – Southeast |  |
| <input type="checkbox"/> Between Beltway 8 and 610 Loop – Northwest |  |
| <input type="checkbox"/> Between Beltway 8 and 610 Loop – Southwest |  |
| <input type="checkbox"/> Outside of Beltway 8 – Northeast           |  |
| <input type="checkbox"/> Outside of Beltway 8 - Southeast           |  |
| <input type="checkbox"/> Outside of Beltway 8 – Northwest           |  |
| <input type="checkbox"/> Outside of Beltway 8 – Southwest           |  |

**Direct Service and Staffing Overview**

For detailed information about sessions, CASE for Kids will refer to the CASE for Kids Afterschool and Summer Direct Service Providers RFP response. In order for CASE for Kids to get an overview of services and staffing, respond to the following questions.

Provide brief overview of services offered: (100 words or less)

Complete the following session information.

Grade Levels Served:	PreK	K	1	2	3	4	5
<i>Check all that apply</i>	6	7	8	9	10	11	12
Average number of students per session:				Instructor to student ratio:			
Session length:				Average cost per session:			
# of sites that can be served per week:				# of instructors available to work at sites:			

Session materials, if any, provided by provider: (25 words or less)

Provide staffs' qualifications to deliver services described in this application.

**Content Delivery**

How does the provider use lesson plans to prepare staff to teach in the classroom?

Does the provider intentionally integrate literacy or numeracy in lesson delivery? YES NO

If yes, please describe.

Does the provider intentionally integrate social emotional learning? YES NO If yes, please describe.

**SUPPORTING DOCUMENTS**

- Sample lesson plan for proposed services. Be sure to include a sample lesson plan that clearly demonstrates intentional integration of literacy, numeracy and SEL, if possible.
  
- Resumes of current staff members (up to 3) that would potentially work on this project.

## DELIVERABLE 2 – TRAIN-the-TRAINER

Please complete this section in its entirety if applying for Deliverable 2. Use 100 words or less

### Proposed Model Delivery

Complete the following information for one proposed workshop content model.

Workshop Title:

One session    OR     Series ( \_\_\_\_ # total sessions)      Session Length: \_\_\_\_\_

Workshop Description:

Learning objectives? Complete this statement: As a result of participating in this workshop, attendees will

Describe how workshop content and model delivery addresses literacy and/or numeracy integration.

Describe how workshop content and model delivery addresses intentional integration of SEL.

What take-away materials will be shared with participants at the completion of the workshop?

Hourly training fee:

Materials fee, if any:

**Additional Train-the-Trainer workshops topics**

<b>Workshop Title</b>	<b>Session Length</b>	<b>Hourly Fee</b>	<b>Materials Fee, if any</b>
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

**SUPPORTING DOCUMENTS**

- Training outline for the Train-the-Trainer workshop proposed.
- Training outline for all additional Train-the-Trainer workshops listed above.
- Resumes of potential trainer(s)

**DELIVERABLE 3 – Select Services Provider KIDS’ DAY PROJECT**

Please complete the Project Administration section in its entirety if applying for Deliverable 3.

**Project Administration**

- Yes No The provider will commit to deliver the train-the-trainer sessions for the Kids’ Day Project model. The provider is responsible for delivering training to site staff at the CASE for Kids designated training locations. Training includes all lessons plans, training materials, and classroom materials that teachers will use to deliver the provider’s Kids Day model to students at the site.
- Yes No The provider will commit to deliver the direct services for the Kids’ Day Project model. The provider is responsible for providing instructors to deliver sessions and all activity materials at CASE for Kids designated sites.
- Yes No The provider has the ability and means to secure a Kids’ Day event location, coordinate all Kids’ Day Project activities, and purchase materials for 150 to 200 students.
- Yes No The provider has the ability and means to operate without reimbursement for 90 days.

**NARRATIVE**

Use 100 words or less to respond to following questions.

Select Services Provider Kids’ Day Project Title:

Select Services Provider Kids’ Day Project Description:

Describe the provider’s administrative process to coordinate a culminating Kids’ Day Project event.

List three (3) culminating events where similar services were provided within the past five (5) years.

Event location	Event date	# students served

Describe the provider's administrative staff's qualifications to deliver the Kids' Day Project model.

Learning objectives? Complete this statement. As a result of participating in a Kids' Day Project, students will:

Describe how Kids' Day Project model addresses literacy and/or numeracy integration.

Describe how the Kids' Day Project model addresses intentional integration of SEL..

### **SUPPORTING DOCUMENTS**

- Activity Plan for Kids Day Project model. The Activity Plan provides an overview of each sequential session that leads to the culminating Kids' Day Project event.
  
- Three lesson plans for the Kids' Day Project model. Lesson plans must clearly demonstrate intentional integration of literacy or numeracy, and SEL.
  
- Resumes of current staff members (up to 3) that would potentially work on this project.
  
- Detailed expense budget for the Kids Day Project that includes the provider's cost for the train the trainer model or the direct service model, and the culminating event.