



# Somerville Public Schools

Rosanna Paribello, Director  
Adriana Guereque, Assistant Director

## Community Schools

167 Holland Street Rm 132  
Somerville, MA 02144

[www.somerville.k12.ma.us/afterschool](http://www.somerville.k12.ma.us/afterschool)  
T 617-625-6600 x6970 • F 617-629-5512

### About the RFP (Request for Proposal) Process 2021-2022

Community Schools (CS) will contract with approximately 30 community based organizations to provide supplemental programming for over 700 Somerville Pre-K-6 students district wide.

**The application deadline is August 5** and should be completed and emailed to Michele at [mclingan@k12.somerville.ma.us](mailto:mclingan@k12.somerville.ma.us). **If you are not able to email information, please reach out to Michele. All accepted proposals will be notified before the second week of August.**

Proposals will be reviewed by a committee consisting of Community Schools Administrators, Site Coordinators and staff. The committee will be looking for the following:

- Providers with experience serving multi-aged youth
- Proven success of implementation of hands-on, project based curriculum
- The ability to be flexible with both in person and virtually activities if needed
- High quality lesson plans that meets targeted outcomes listed on **Afterschool Provider Proposal**
- Commitment to outlined timeline for planning, training and implementation

We will be unable to offer an open house to answer any potential questions so we ask that you reach out to Michele or Rosanna at [rparibello@k12.somerville.ma.us](mailto:rparibello@k12.somerville.ma.us) to answer any questions you have in completing this information.

### Program Responsibilities

Organizations/Providers who apply for the Community Schools program must commit their staff to participate fully in the requirements below. **We will need to know who you will be sending for instructors by August 27. If selected as a provider, you will be expected to provide the following:**

1. Review all necessary Health and Safety guidelines including information on social distancing, group size, staying home when sick and hand washing that will be shared with you prior to start of programming issued by the Center of Disease Control and Community Schools.
2. Agree to wear a face covering in doors at all times and to wash hands upon arrival. Masks are not necessary outdoors if you can maintain 3 feet distance.
3. Complete a health screening on yourself prior to entering the school and if you are not feeling well, to please stay home.
4. Agree to participate in PCR or Antigen testing routinely as requested at a school.
5. Understand that groups will not be larger than 24 and instructors must adhere to social distancing of 3ft or 6ft if consuming any food whenever possible
6. Students may share supplies per group, must supplies should be cleaned daily.
7. New organizations/providers must attend submit all the proposal, scope of service, and invoices by the dates indicated on the provider timeline
8. Organizations/providers may be asked to attend professional development offered by Community Schools and or consult with the Student Services Coordinator if CS determines support and training would benefit



# Somerville Public Schools

Rosanna Paribello, Director  
Adriana Guereque, Assistant Director

## Community Schools

167 Holland Street Rm 132  
Somerville, MA 02144

[www.somerville.k12.ma.us/afterschool](http://www.somerville.k12.ma.us/afterschool)  
T 617-625-6600 x6970 • F 617-629-5512

the instructor. These trainings are normally held on a Tuesday, Wednesday or Thursday between 11:00am-1:30pm and could be held on Zoom or another video conferencing application.

9. Have current First Aid and CPR certification
10. Provide high quality, hands-on and engaging activities for youth that meet the targeted outcomes outlined in the Afterschool Provider Proposal including English Language Arts component and other 21<sup>st</sup> Century learning skills
11. Arrive **on time**, prepared and ready to teach on all scheduled days. Being consistently tardy will affect whether the organization/provider will continue for consecutive sessions.
12. Participate in and support the Community Schools quality and evaluation efforts
13. Plan and participate in an end-of-session celebrations and/or family nights (dates to be determined by site)
14. Payment is for services rendered only. Services in person cannot be substituted for services virtually.



# Somerville Public Schools

Rosanna Paribello, Director  
Adriana Guereque, Assistant Director

## Community Schools

167 Holland Street Rm 132  
Somerville, MA 02144

[www.somerville.k12.ma.us/afterschool](http://www.somerville.k12.ma.us/afterschool)  
T 617-625-6600 x6970 • F 617-629-5512

## Afterschool Provider Proposal

### Section 1: About You/Your Organization

Name of person completing this proposal \_\_\_\_\_

Organization/Agency (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Home

Mobile

Office

Email address \_\_\_\_\_

Names of direct care staff that will facilitate the proposed activities if other than listed above:

1. \_\_\_\_\_

Name

Email

Phone

2. \_\_\_\_\_

Name

Email

Phone

I am (check the one that most accurately describes your affiliation):

- Somerville Public Schools Teacher
- Somerville Public Schools Employee
- Community based organization, business or university \_\_\_\_\_
- Community member with specific expertise in \_\_\_\_\_

I am (circle one): a new organization/provider or a returning organization/provider



# Somerville Public Schools

Rosanna Paribello, Director  
Adriana Guereque, Assistant Director

## Community Schools

167 Holland Street Rm 132  
Somerville, MA 02144

[www.somerville.k12.ma.us/afterschool](http://www.somerville.k12.ma.us/afterschool)  
T 617-625-6600 x6970 • F 617-629-5512

## Section 2: About your proposed activity club or academic support club

Proposed Club Title \_\_\_\_\_

Virtual \_\_\_\_\_ In Person \_\_\_\_\_ (check one or both)

Please provide a 25-word description of the proposed club here. If your club is selected we will use this information in promotional/outreach materials.

### Required Academic Outcomes:

All lessons should have an **English Language Arts** component as outlined below:

- Reading
- Written Communication
- Verbal Communication

### Additional Academic Outcomes, Topics or Skills (check all that apply):

- Math (Problem Solving, Communication and Reasoning)*
- Science* topics (please list) \_\_\_\_\_
- Art* \_\_\_\_\_
- Music* \_\_\_\_\_
- Foreign language*; please list specific languages \_\_\_\_\_
- Social and emotional learning*
- Positive behavior in the classroom*
- Engagement in learning*
- Communication* (includes listening skills, oral presentation skills, and verbal skills)
- Leadership development*
- Other* \_\_\_\_\_



# Somerville Public Schools

Rosanna Paribello, Director  
Adriana Guereque, Assistant Director

## Community Schools

167 Holland Street Rm 132  
Somerville, MA 02144

[www.somerville.k12.ma.us/afterschool](http://www.somerville.k12.ma.us/afterschool)  
T 617-625-6600 x6970 • F 617-629-5512

### Please complete the attached weekly curriculum outline (Appendix A)

Students in different grades have different academic, social and other development needs and capacities. Please indicate which grades the enrichment club is intended to serve (check all that apply):

- Pre-K
- Grades K-2
- Grades 3-5 (there may be a few 6<sup>th</sup> graders)

### Section 3: Scheduling

Enrichment clubs are offered in three sessions outlined below. Please indicate in which enrichment club session you can provide services (check all that apply):

- Semester One: September 13 – December 17, 2021
- Semester Two: January 3 – March 18, 2022
- Semester Three: March 21- June 10, 2022

If you can provide services for more than one session, do you intend to:

- Repeat the same club?
- Provide a club that deepens the learning experience for (ideally) the same group of students over a longer period (e.g. advanced hip-hop dancing follows hip-hop for beginners)?
- Other; please describe: \_\_\_\_\_

Somerville Community Schools seeks outside activity club providers for the following eight schools. Please indicate if you have specific schools where you would like to provide services.

- No preference
- Argenziano School (Pre-K-5 programming)
- Brown School (K-5 programming)
- Capuano Early Learning Center (Pre-K & K only)
- East Somerville Community School (K-5 programming)
- Healey School (Pre-K-5 programming)
- Kennedy School (K-5 programming)
- West Somerville Neighborhood School (Pre-K-5 programming)
- Winter Hill Community School (Pre-K-5 programming)



# Somerville Public Schools

Rosanna Paribello, Director  
Adriana Guereque, Assistant Director

## Community Schools

167 Holland Street Rm 132  
Somerville, MA 02144

[www.somerville.k12.ma.us/afterschool](http://www.somerville.k12.ma.us/afterschool)  
T 617-625-6600 x6970 • F 617-629-5512

Using the following table, please indicate which days/times you are able to teach this enrichment activity. If you are able to teach more than one club per day please indicate.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Block 1</b> 60 minute blocks 3:00-4:00 PM					
<b>Block 2</b> 60 minute blocks 4:00-5:00 PM					

### Section 4: Payment

Please provide the following information:

- I plan to lead the proposed club as a community volunteer
- I have secured outside funding from \_\_\_\_\_
- I am a member of the Somerville Public Schools staff and will be paid the afterschool instructional rate established by the Somerville Public Schools.
- I propose an **hourly rate** of \$ \_\_\_\_\_ to lead my enrichment club

If you are proposing a fee for your professional services, please note:

- Hourly rate ranges from \$0-\$40 and must be inclusive of planning, preparation and materials.
- The District does have a cap on provider fees; negotiation may be required.
- Rates exceeding \$40 must provide written rationale to be reviewed for approval. Please note that rates will be based on quality of curriculum, instructor experience and cost of supplies.
- **Please note that there is not much room for negotiation during the 2021-2022 school year.**

If selected as a provider, I understand that I must adhere to the following expectations:

- New organizations/providers must attend submit all the proposal, scope of service, and invoices by the dates indicated on the provider timeline
- Organizations/providers may be asked to attend professional development offered by Community Schools and or consult with the Student Services Coordinator if CS determines support and training would benefit the instructor. These trainings are normally held on a Tuesday, Wednesday or Thursday between 11:00am-1:30pm
- Have current First Aid and CPR certification
- Provide high quality, hands-on and engaging activities for youth that meet the targeted outcomes outlined in the Afterschool Provider Proposal including English Language Arts component and other 21<sup>st</sup> Century learning skills
- Arrive **on time**, prepared and ready to teach on all scheduled days. Being consistently tardy will affect whether the organization/provider will continue for consecutive sessions.
- Participate in and support the Community Schools quality and evaluation efforts
- Plan and participate in an end-of-session celebrations and/or family nights either in person or virtually (dates to be determined by site)



# Somerville Public Schools

Rosanna Paribello, Director  
Adriana Guereque, Assistant Director

## Community Schools

167 Holland Street Rm 132  
Somerville, MA 02144

[www.somerville.k12.ma.us/afterschool](http://www.somerville.k12.ma.us/afterschool)  
T 617-625-6600 x6970 • F 617-629-5512

### Section 5: Facilitating contract (For VENDORS and NON-SPS Staff Only)

If your proposal is selected, you will be notified by email and will be required to submit the following information to become a contracted vendor:

- CORI** (Criminal Offenders Record Investigation) form with Photo ID. Individuals who do not have a cleared CORI cannot provide afterschool services to students in Somerville.
- W9** tax form so you can be added as a vendor to our system
- Insurance Coverage documentation if services are to exceed 4,999.99 per year

Please be advised of the following:

- Providers will be paid at the end of each session after all services are rendered and receipt of an invoice for services is provided to the Community Schools main office. Due dates for invoices are included on the **Activity Club Timeline**.
- Payment is contingent on the submission of all necessary paperwork. (W9, Insurance coverage form, letterhead invoice, and signed contract when applicable.) **Payment will not be issued unless all the above has been submitted.**
- Payment will only be issued for service rendered. Providers are not paid for holidays or cancelations due to snow or inclement weather.
- Providers are not paid due to emergency school closures.
- Once invoices are reviewed by Community Schools office, they are submitted to the Central Business Office for approval and then sent to the Auditing Department for payment. This procedure typically takes up to 3 weeks. All checks are mailed out on Fridays.
- Clubs may be cancelled due to low enrollment.

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

### For Office Use Only

*Activity Club Proposals must be reviewed by the Site Coordinator to ensure all sections including a comprehensive curriculum outline are completed and approved by the Somerville Community School Administration.*

Assigned to \_\_\_\_\_  
Site Coordinator and/or Site

\_\_\_\_\_  
Community Schools Administrator Signature

\_\_\_\_\_  
Date

Approved hourly rate \_\_\_\_\_ CORI \_\_\_\_\_ W9 \_\_\_\_\_ Insurance \_\_\_\_\_ Initials \_\_\_\_\_



# Somerville Public Schools

Rosanna Paribello, Director  
Adriana Guereque, Assistant Director

## Community Schools

167 Holland Street Rm 132  
Somerville, MA 02144

[www.somerville.k12.ma.us/afterschool](http://www.somerville.k12.ma.us/afterschool)

T 617-625-6600 x6970 • F 617-629-5512

**Appendix A** Using the following format, please describe the proposed goals and activities for each week:

Week	Learning Goals – what knowledge, skills or attitudes do you expect students will learn about and/or develop?	Activities-please do not duplicate for each week
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		