

**City of Bridgeport  
Department of Youth Services**

**Request for Proposals  
to operate**

***Lighthouse Afterschool and Summer Programs in schools***

***A Partnership between the City of Bridgeport, Bridgeport Board of Education,  
and the non-profit community***

**PROPOSALS ARE DUE FROM EXISTING AND NEW PROVIDERS ON OR BEFORE  
Wednesday, June 15, 2022 on or before 2:00 pm**

***PLEASE DELIVER PROPOSALS IN SEALED ENVELOPES MARKED AS  
“LIGHTHOUSE SUMMER AND AFTERSCHOOL RFP #\_LHX079226”***

**TO:**

**DEPARTMENT OF PUBLIC PURCHASES  
999 BROAD STREET, 2<sup>ND</sup> FLOOR  
BRIDGEPORT, CT. 06604**

**NOTE NEW LOCATION FOR PROPOSAL DELIVERY!!!**

***I. BACKGROUND:***

***The Lighthouse Program is an innovative school/community program sponsored by the City of Bridgeport through its Department of Youth Services, School Department, and nonprofit community. It receives local, state, and federal funding as well as parent fees.***

***The Lighthouse Program brings together community sponsorship in 25 Bridgeport public schools to provide over 2400 students daily with a safe and supportive environment after school, and during the summer. the program which operates Monday through Friday between the hours of 3:00 to 5:30 pm provides educational, cultural, and recreational opportunities through a diversified approach to programming. The summer program operates for five full weeks from 8:30-5:30 and both programs include academics that support school day learning as well as athletic and recreational activities designed to motivate participants. Partnering agencies have included the YMCA, ABCD, Ralphola Taylor Center, Bethel African Methodist Episcopal Church, Neighborhood Studios, Village Initiative Project, and a host of other nonprofits providing special activities including science, dance, art, theater, music and various sports.***

*Specific activities provided at the various sites include homework assistance, tutoring, computer instruction, board games, basketball, karate, arts & crafts, hula hoop, swimming, drill team, math, science, reading activities, thematic units, open recreation, special education, tennis, nutrition education, chess, cooking, theater, art, and music.*

*The Lighthouse Program is designed to blend community and school visions in a unique approach to give Bridgeport's youth an opportunity to experience new things while learning, relaxing and interacting with peers and significant adults in a safe and supervised school environment. Additionally, it provides comfort and support to family members, many of whom work in the crucial after school hours and long summer days.*

*Although the program was initiated for different reasons, it is based upon the premise that the student population faces a variety of risk factors that must be addressed on a preventative basis. The concept of using extended school time to address these factors is researched-based proven practice. Providing the educational, recreational and enrichment components are properly blended, supervised and implemented, students show growth.*

## **II. PRE-OPENING UPDATES:**

*Any questions to be submitted with regard to this RFP shall be through, and any answers thereto, any updates, addenda, extensions, etc. may be obtained by registering with the City's on-line procurement portal: [www.bidsync.com](http://www.bidsync.com)*

## **III. OPERATIONAL TERM:**

*The Lighthouse Program will operate for [24] days during the summer season, from 8:30 am to 5:30 pm and approximately [163] days for the school year from dismissal until 5:30 pm. with a late pick up option for parents requesting it until 6:00 p.m.*

## **IV. 21<sup>st</sup> CENTURY SITES AND PROPOSED BUDGETS:**

- *Beardsley School summer budget (75 youth) estimated at \$45,000 –after school budget (75 youth estimated at \$65,000*
- *Bryant School summer budget (75 youth) estimated at \$45,000 – after school budget (75 youth) estimated at \$65,000*
- *Park City Magnet School summer program (100 youth) estimated at \$55,000 – after school budget (100 youth) estimated at \$70,000*
- *Madison School summer budget (100 youth) estimated at \$50,000 – after school budget (100 youth) estimated at \$65,000*
- *Luis Munoz Marin School summer budget (100 youth) estimated at \$55,000 – after school budget (100 youth) estimated at \$70,000*
- *Read School summer budget (100 youth) estimated at \$55,000 – after school budget (100 youth) estimated at \$70,000*
- *Cross School summer budget (75 youth) estimated at \$50,000 – after school budget (75 youth) estimated at \$65,000*

**V. STAFFING REQUIREMENTS**

*The lead person at each site called the “Site Coordinator” must be a State of Connecticut Certified Classroom, Special Education, or Physical Education Teacher and preferably from the school in which the program is offered. For purposes of this Request for Proposal coordinators and most staff are currently in place. Additional summer staff may be needed depending on site.*

*For purposes of submitting a budget, please use the following recommended salary ranges as a guide. All rates of pay are recommended and should be determined by the level of experience a prospective employee has. Site Coordinators receive between \$34.00 and \$38.00 per hour based on experience, Certified Teachers receive between \$28.00 and \$32.00 per hour. Para professionals receive between \$18.00 and \$22.00 per hour, College Students receive \$16.00 per hour, School Climate Facilitators are mandatory and shall receive no less than \$18.00 per hour and BYC coordinators receive \$22.00 per hour. The City requests that successful applicants interview and consider current staff before considering new staff.*

**VI. AGENCY REQUIREMENTS:**

- *Agencies applying for more than one site may submit one Proposal, but must include attachments for each individual school. (separate proposed schedules of activities and separate budgets required)*
- *Agencies submitting Proposals must apply for both the summer and after school. The City will entertain partnerships among agencies who wish to serve the same site and whose Proposal speaks clearly to the roles and responsibilities of each partner. Reasons for partnering should be clearly stated and speak to additional opportunities for young people that will result from the partnership. The most fiscally stable organization with available cash flow is encouraged to take the lead.*
- *Agencies submitting Proposals must be willing and able to provide services at the above public school locations.*
- *Agencies submitting Proposals must be willing to offer a comprehensive set of program activities that shall include a mandatory homework/tutoring support time as well as recreational, cultural, and expanded learning opportunities.*
- *Agencies submitting Proposals must be in a position to devote central office staff to oversee program operations and conduct site visits as well as attend scheduled staff meetings, professional development, and quarterly Lighthouse district meetings with agency partners and site coordinators. Agencies submitting an application for four or more locations may request a portion or all of this individual's salary and payroll taxes as part of the budget provided the Lighthouse Program is this individual's sole responsibility.*
- *Agencies submitting Proposals must be willing and able to comply with Lighthouse operational guidelines including the requirement that all staff be subject to mandatory background checks prior to commencing employment and at their own expense.*

- *Agencies submitting Proposals must comply with state and federal data management, end of year requirements and must be willing to ensure staff participation in all required professional development offerings*
- *Agencies submitting Proposals must be financially strong and capable of carrying payroll for several weeks before purchase orders are created and a payment system is in place. Thereafter, it is likely payments can be processed within a week or two if billed regularly.*
- *Agencies submitting proposals should be able to provide comprehensive programming that is not religious in nature, offering students an array of academic enrichment and support, in addition to life skills and cultural/recreational activities.*

**VII. CONTRACT EXPECTATIONS:**

*The successful proposers, for one or numerous schools, will be given first choice options for the succeeding year or more after the first year contract. Budget numbers for future years will likely vary in degree, but it is the intent of this RFP to continue with the selected agencies for two (2) years for state funded sites and (5) years for 21<sup>st</sup> Century funded sites, each year under a separate and individual contract. The City anticipates entering into contract with the successful agencies (contract substantially in form is attached) in June, 2022 for the 2022/2023 summer and academic year. All contracts are subject to grant funding and all reimbursements will be time dependent on the funding source.*

**VIII. PROPOSAL SUBMISSION REQUIREMENTS:** In addition to submitting the Proposal Form, please provide your agencies **EXPERIENCE AND QUALIFICATIONS** in the manner as follows:

*It is strongly recommended that proposals submitted for consideration be no more than 8 pages in length. Single or 1.5 spacing is acceptable. 12 point font recommended. The schedule of activities and line item budget should be included as attachments A & B respectively. Please submit the original and 2 copies for committee review.*

1. Please describe your agency's past experience in operating before, after school, or summer programs. Clearly state age range of youth previously served, activities offered, location of programs, staffing ratios and any information you feel supports your application to partner with Lighthouse in offering similar programs in Bridgeport public schools. (maximum 1 page)
2. Please describe your agency's past experience in conducting needs assessments and planning programs that address identified needs. Include in your description parties involved in the process. If your agency has no prior experience, please explain the steps your agency would take to identify needs and who you would invite to serve on your planning committee. (maximum 1 page)
3. For the proposed Lighthouse program, please respond to the following: (maximum 2 pages)
  - Please describe services and activities your agency views as critical to before, after school and summer programs and how these services and activities support school day learning while maintaining a cultural and recreational outlet for children and enhancing their social and emotional wellbeing.

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- Clearly describe the proposed services and activities you plan to offer. Be as specific as possible in your description noting what homework time might look like, roles of other partners you might collaborate with, etc. Please provide as *Attachment A*, a list of proposed activities starting with snack from 3:10-3:30. You should have one for students in pre-K or K through grade 5 and/or 6 and one for the BYC program in grades 6,7,8 where needed. All schools listed above have a BYC with the exception of Hallen School.
  - The Lighthouse Program is assessed annually by state Department of Education representatives as well as an independent Lighthouse evaluator. Please describe the role your agency will play in assessing your site's effectiveness on an ongoing basis throughout the course of the year.
4. With regard to staffing for the proposed Lighthouse program, please respond to the following: (maximum 2 pages)
    - Please outline the process you will use to staff the program. This includes paid and volunteer staff. What type of qualifications will be sought for which positions?
    - Please describe staff planning and meeting time. How frequently will staff discuss program objectives, needs, and concerns?
    - Identify **agency** lead staff, detailing their experience and qualifications and what role they will play in the management of the Lighthouse site. Specifically, if applying for four (4) or more schools, include a detailed explanation of how the allowable 3% management fee (applicable ONLY if awarded 4 or more schools) will be applied.
  5. Lighthouse operating funds issued within the contract are generally sufficient to operate a basic after school and summer program. Please outline the role your agency will play in expanding upon any budget provided to offer participants an exceptional experience. This may include all outreach efforts to attract additional staff, supplies, and partnerships with other organizations. (maximum 1 page)
  6. Please discuss your **agency's** fiscal capacity to operate a Lighthouse Program. Include in your response, prior experience managing similar grants or programs as well as in kind contributions you feel your agency can bring to the program. (maximum 1 page) ***Please note... Each qualified agency must seek reimbursement for Lighthouse operating expenses. Funds are not issued in advance. Therefore, any agency submitting this proposal should be prepared to carry a minimum of one month's operating expenses for both summer and after school programs.***
  7. Please provide a line item budget based on each sites expected numbers to be served and estimated award. Detail the number of staff you feel you would need to accommodate the children and use the recommended wages as a guide. Please also include supplies and trips. Food is provided at no cost to the program. The budget you provide should clearly state staff costs by hours and days. You should also include a 7% administrative fee. Payroll taxes may not exceed 15% (*include as Attachment B*)
  8. Any information deemed by the submitting agency to be confidential under the Freedom of Information Act must be placed in a separate envelope with the Proposal and marked as "Confidential or Exempt". The City will then notify a respective agency of any request under FOIA before responding to same and offer the agency the opportunity to defend against such release.

**IX. SELECTION COMMITTEE:** *The selection committee will consist of at least three of the following: Representative from the Board of Education, Representative from the Youth Services/Lighthouse Program, Representative from the Juvenile Review Board, Representative from the Department of Health and Social Services, a Representative from Central Grants office, and/or a Representative of additional town Youth Services departments.*

**X. SELECTION CRITERIA:**

<i>Past Experience and Qualifications</i>	<i>25%</i>
<i>Financial Capacity</i>	<i>25%</i>
<i>Program Content and Delivery</i>	<i>30%</i>
<i>Familiarity with Grant driven requirements and evaluation</i>	<i>10%</i>
<i>Staffing capabilities</i>	<i>10%</i>

*In addition to any other rights reserved herein, the City reserves the right to interview new applicants to the Lighthouse Program. The Interview portion, if any, will be used to confirm the scores on the selection criteria based upon the written Proposals.*

**LIGHTHOUSE PROGRAM PROPOSAL RESPONSE FORM**

*This Proposal Response Form **MUST** be accompanied by your agency's proposal documentation as set forth in Section # VIII above  
Only ONE proposal is required, do NOT do a proposal for each School.*

Lighthouse Program 2022 RFP Proposal Breakdown: To be accompanied by \_\_\_\_\_ required above

Name of Agency: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

**List Schools applicable to Proposal:**

**List Budget per School  
(Summer)**

**Must Include Both!  
(School Year)**

1) _____	\$ _____	\$ _____
2) _____	\$ _____	\$ _____
3) _____	\$ _____	\$ _____
4) _____	\$ _____	\$ _____
5) _____	\$ _____	\$ _____
6) _____	\$ _____	\$ _____
7) _____	\$ _____	\$ _____
8) _____	\$ _____	\$ _____
9) _____	\$ _____	\$ _____
10) _____	\$ _____	\$ _____
11) _____	\$ _____	\$ _____
12) _____	\$ _____	\$ _____

Agency Representative Signature \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_