The Big Lift: Inspiring Summers
Request for Proposals (RFP)
## Contents

1. RFP Timeline ............................................................................................................................................... 2
2. Introduction .................................................................................................................................................. 3
3. Term and Funding ...................................................................................................................................... 5
4. Eligibility Criteria .................................................................................................................................... 5
5. Proposal Requirements .............................................................................................................................. 6
6. Application Process ................................................................................................................................... 7
7. Review Criteria .......................................................................................................................................... 8
8. Review and Selection Process ................................................................................................................ 8
9. Federal Regulations and Compliance ................................................................................................... 8
10. Reservations ............................................................................................................................................. 9
APPENDIX A .................................................................................................................................................. 10

## 1. RFP Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals available at</td>
<td><a href="http://www.siliconvalleycf.org/thebiglift">www.siliconvalleycf.org/thebiglift</a></td>
</tr>
<tr>
<td></td>
<td>October 19, 2015</td>
</tr>
<tr>
<td>On-Line Information Session</td>
<td>October 29, 2015 at 10:00-11:00 a.m. Pacific Standard Time (Join Meeting)</td>
</tr>
<tr>
<td>Letters of Intent to Apply Due</td>
<td>November 6, 2015</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>Electronic copy by December 2nd at 5:00 p.m.: <a href="mailto:thebiglift@siliconvalleycf.org">thebiglift@siliconvalleycf.org</a> and hard copy by December 4th at 5:00 p.m.: <a href="mailto:thebiglift@siliconvalleycf.org">thebiglift@siliconvalleycf.org</a></td>
</tr>
<tr>
<td></td>
<td>ATTN The Big Lift Grants Coordinator Silicon Valley Community Foundation 2440 W. El Camino Real, Suite 300 Mountain View, CA 94040</td>
</tr>
<tr>
<td>Interviews with Finalists</td>
<td>Early January 2016</td>
</tr>
<tr>
<td>Announcement of Successful Applicant</td>
<td>Mid- to Late January 2016</td>
</tr>
<tr>
<td>Execution of Contract</td>
<td>February 2016</td>
</tr>
</tbody>
</table>
2. Introduction

Request for Proposals Summary

In 2012, The Peninsula Partnership Leadership Council – a coalition of government, education, nonprofit, foundation and business leaders in San Mateo County – launched The Big Lift, a collective impact initiative, to significantly improve children's third grade reading proficiency through strategic, thoughtful, evidence-based investments in early learning and education. This ambitious approach asks school districts to partner with nonprofit preschool programs and community-based agencies to work toward the long-term goal of third grade reading success through the four pillars of The Big Lift, based on the national Campaign for Grade-Level Reading framework:

1. High-Quality Preschool: A comprehensive school readiness strategy focused on high-quality preschool for 3- and 4-year olds that leads to an aligned and sequenced set of high-quality learning experiences in kindergarten through third grade;
2. Attendance: A focus on reducing chronic absence based upon research showing the importance of attendance in the early years to improve academic outcomes;
3. Summer Learning: Inspiring summer learning opportunities that enable children to maintain their academic and developmental gains from high-quality preschool through the early grades; and
4. Family Engagement: Strengthening family and community engagement through strategies that support parents/caregivers to support children's learning in school and at home.

The Big Lift is led by three agencies – Silicon Valley Community Foundation (SVCF), the San Mateo County Office of Education and the County of San Mateo. SVCF is releasing this Request for Proposals (RFP) on behalf of The Big Lift, and funding is made available through San Mateo County Measure A tax dollars and a Social Innovation Fund grant from the Corporation for National and Community Service (CNCS).

This RFP invites proposals from high-capacity summer learning organizations, one of which will be selected to contract with SVCF to partner with schools, families and communities to create enriching, evidence-based learning opportunities for children between preschool or kindergarten and third grade. The selected summer learning expert will provide training, technical assistance and support to The Big Lift grantees that serve children in target communities in which students are reading at or below the average county reading proficiency level. These communities are defined by the school district boundaries of Cabrillo Unified, Jefferson Elementary, La Honda-Pescadero Unified and South San Francisco Unified school districts. An additional one or two school districts will be selected by The Big Lift in Spring 2016.

Combating Summer Learning Loss

A significant percentage of the achievement gap between lower- and higher-income students can be explained by unequal access to summer learning opportunities. Middle- and high-income students are quite often enrolled in science, art and sports enrichment camps over the summer, keeping them engaged in learning, while students from less affluent families are often denied such access due to their financial situations. According to the Campaign for Grade-Level Reading, low-income students lose an average of more than two months in reading achievement in the summer months. By the end of fifth grade, disadvantaged children are nearly three grade equivalents behind their more affluent peers in reading, a gap from which it is very hard to recover. As a result, low-income youth are less likely to graduate from high school or enter college.

High-quality summer learning is essential to preventing summer learning loss and improving students’ academic achievement and readiness to learn. The Big Lift is committed to changing the narrative of loss to one of gain, where children spend their summers in inspiring programs that enable them to maintain their academic and developmental gains from high-quality preschool and learning experiences in the early grades.

The Big Lift Inspiring Summers Program

The Big Lift Inspiring Summers programs will:

• Meet at least a preliminary level of evidence for improving outcomes for children in preschool through third grade as defined by the Social Innovation Fund and The Big Lift (see details in Section 4);
• Offer sufficient dosage to ensure improved student outcomes;
• Blend academic learning in core subjects, hands-on activities, technology, and enrichment;
• Strengthen and expand partnerships between schools, families and community-based organizations, including engagement with The Big Lift’s collective impact collaboratives;
• Engage in activities that incentivize student attendance;
• Maintain qualified, culturally competent staff with relevant grade experience and offer innovative professional development for educators;
• Engage in rigorous evaluation of implementation and impact and utilize evaluation results to support program improvement;
• Align with school district priorities; and
• Strive to meet the needs of children of working families by, for example, offering full-day programs or partnering with complementary programs to offer wrap-around care.

Expectations of The Big Lift Inspiring Summers Contractor

The successful applicant will be an expert in providing supports to school districts and/or community-based organizations to create enriching opportunities for children between preschool or kindergarten and third grade in The Big Lift target communities.

These supports may include, but are not limited to:

• Training, professional development and coaching
• Technical assistance
• Evidence-based curriculum design
• Contracting with qualified teachers and staff
• Collaborating with implementing agencies to recruit eligible participants
• Ensuring that The Big Lift data requirements are met
• Other resources and activities to meet The Big Lift requirements

The summer contractor will provide support to The Big Lift school district or community-based subgrantees who will be responsible for the following:

• Identifying and assisting in the recruitment of eligible participants
• Identifying and making available appropriate facilities with access to needed resources (e.g. WiFi, phones, maintenance services, emergency response plans)

• Assisting in utilizing the Cocoa database to track information about participants and staff

• Assisting in recruiting and hiring teachers and site supervisors

• Engaging in collective impact collaboratives at the local level

3. Term and Funding

The initial period for this contract will be February 2016 through August 31, 2016, with the possibility to renew for three additional years.

• Year 1: February 2016 – August 31, 2016 (serving approximately 1,000 students entering Kindergarten and 1st grade)

• Year 2: September 1, 2016 – August 31, 2017 (serving approximately 1,500 students entering Kindergarten, 1st and 2nd grades)*

• Year 3: September 1, 2017 – August 31, 2018 (serving approximately 2,000 students entering Kindergarten, 1st, 2nd and 3rd grades)*

• Year 4: September 1, 2018 – August 31, 2019 (serving approximately 2,000 students entering Kindergarten, 1st, 2nd and 3rd grades)*

*Annual reviews will occur to assess contractor progress in meeting The Big Lift requirements and to establish parameters for subsequent years of funding; all financial commitments are made pending federal appropriations and compliance.

Fees for services and total contract amount will be negotiated between SVCF and the chosen applicant.

4. Eligibility Criteria

Applicants must be able to provide training, technical assistance and support to school districts and community-based organizations who serve children in San Mateo County in the summers between preschool or kindergarten and third grade with a model that advances student success, including reading proficiency.

Applicants will:

• Provide a model that has either a moderate level of evidence or a preliminary level of evidence, as defined by the Social Innovation Fund, plus the following additional Big Lift requirements:
  – Preliminary is defined as having a study that has “yielded promising results for either the program or a similar program” with some outcome information such as from pre- and post-tests without a comparison group, or post-test comparison between program and comparison groups. In addition, for applicants applying under the preliminary level, The Big Lift will give priority to evaluation activities that utilized assessment and/or survey instruments with documented validity and reliability or for assessments/surveys developed with the support of an independent evaluator.
  – Moderate is defined as having evidence “from studies whose designs can support causal conclusions (i.e., studies with high internal validity), but have limited generalizability (i.e., moderate external validity), or studies with high external validity, but moderate internal validity” (through quasi-experimental designs, such as a matched comparison group or a comparative interrupted time series design, or through randomized controlled trials, also known as experimental designs).
• Be a 501(c)(3), a fiscal sponsor with a 501(c)(3) designation, a public agency, a collaboration of nonprofit and public agencies, or another entity that has a designated charitable purpose;
• Not discriminate based on race, color, national origin, citizenship status, creed, religion, religious affiliation, age, gender, marital status, sexual orientation, gender identity, disability, veteran status or any other protected status under applicable law; and
• Meet the evaluation requirements of The Big Lift.
5. Proposal Requirements

Completed proposals must include all of the following elements:

☐ Completed application form

☐ Narrative: In no more than seven (7) single-spaced pages, please describe the following, being sure to clearly address all items:

1. The training, technical assistance, and supports to be provided to The Big Lift subgrantees to implement the Inspiring Summers program
2. The pedagogy, curriculum design, and alignment with Common Core State Standards and California’s Preschool Learning Foundations (if applicable)
3. The dosage, schedule of academic and enrichment content, ratios, group sizes, ages served and facility requirements
4. The staffing model, including the site management plan, staff recruitment practices that address cultural competence, supervision plan, and supports for teachers such as training, planning time and coaching
5. The way the model will address the needs of San Mateo County’s diverse learners, including dual language learners and struggling readers
6. The applicant’s model for assessing children and supporting differentiated instruction based on assessment results and individual student needs
7. The applicant’s model for supporting retention and daily attendance and recent data to demonstrate its effectiveness
8. The way the model supports engagement with families to advance their children’s reading proficiency and school success
9. How the model will address the needs of working families in The Big Lift communities
10. How the model meets either a preliminary or moderate level of evidence, as defined by the Social Innovation Fund and The Big Lift, including a description of the research supporting the program’s effectiveness
11. The applicant’s history of success in improving outcomes for participants

☐ Program evaluation reports: No more than two (2) publications/reports that substantiate the program’s effectiveness; external evaluation reports preferred.

☐ Proposed timeline: Draft timeline of proposed activities for Years 1 and 2, including district and community engagement, program planning, hiring, staff development, family recruitment, program implementation and wrap-up.

☐ Sample lesson plans: Up to two (2) lesson plans and collateral materials for each grade the applicant proposes to support.

☐ Budget scenarios for Year 1 and 2: Utilize the included Sample Budget Template to provide a sample budget for the first and second years, outlining a scenario in which the contractor will support five school districts, at multiple sites per district, serving a total of 1,000 children in Year 1 and 1,500 children in Year 2, as defined in Section 3 of this RFP, paying special attention to federally allowable and unallowable cost categories as detailed in the relevant Circulars listed below in “Federal Regulations and Compliance.”

☐ Letters of recommendation: At least two (2) letters of recommendation from school districts and/or community-based organizations that have either received services from the applicant or have partnered with the applicant to provide inspiring summer learning programs for children in preschool or kindergarten through third grade.

☐ Financial information:
  - FY14/15 operating budget presenting a breakdown of all revenue sources and operating expenditures classified by type (e.g., salaries and benefits, supplies, consultant and subcontract expenditures, etc.)
  - FY12/13 and FY 13/14 organizational revenue and expenses
  - Most recent audited financial statement
  - Cash and/or in-kind support that will be leveraged to support the applicant’s work in Big Lift districts
Organizational chart and a roster of lead administrative, program and finance staff including a summary of their qualifications

Copy of IRS certification of tax status

6. Application Process

1. Review the RFP in full and all available reference materials.

2. Attend the online information session, on October 29th from 10:00 a.m. to 11:00 a.m. Pacific Standard Time at https://meet.lync.com/siliconvalleycom/jfortier/GH0CM3DN. This session will provide an opportunity for applicants to review in more depth the RFP’s content and ask questions. While this is not required, it is highly encouraged.

3. Submit a Letter of Intent to Apply to thebiglift@siliconvalleycf.org by November 6th to inform SVCF that you intend to submit a proposal.

4. Frequently asked questions, if needed, will be emailed to the primary contacts identified in the RFP Cover Sheet.

5. Submit your application, including all required attachments, in electronic form by **December 2nd at 5:00 p.m. and a hard copy by December 4th at 5:00 p.m.**

   One (1) Electronic copy: thebiglift@siliconvalleycf.org

   One (1) Hard copy:

   ATTN
   The Big Lift Grants Coordinator
   Silicon Valley Community Foundation
   2440 W. El Camino Real, Suite 300
   Mountain View, CA 94040

Applications submitted after the deadline will not be accepted.
7. Review Criteria

The Big Lift Inspiring Summers contract will be awarded to the applicant whose proposal is responsive to this solicitation and is most advantageous to SVCF and its subgrantees. All applications will be evaluated on the following criteria on a 100-point scale:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alignment of model and curriculum with The Big Lift’s Inspiring Summers program requirements</td>
<td>10</td>
</tr>
<tr>
<td>Demonstrated effectiveness of supports to be provided to subgrantees</td>
<td>10</td>
</tr>
<tr>
<td>Training and other supports for teachers</td>
<td>10</td>
</tr>
<tr>
<td>The model’s dosage and format</td>
<td>10</td>
</tr>
<tr>
<td>The staffing model</td>
<td>10</td>
</tr>
<tr>
<td>The plan for student retention and attendance</td>
<td>10</td>
</tr>
<tr>
<td>Ability to address the needs of diverse learners and support differentiated instruction based on identified student needs</td>
<td>10</td>
</tr>
<tr>
<td>The plan for family engagement, including strategies to support student attendance and achievement and meet the needs of working families</td>
<td>10</td>
</tr>
<tr>
<td>Demonstrated level of evidence</td>
<td>10</td>
</tr>
<tr>
<td>Ability to manage federal and county funds and meet all reporting, fiscal and evaluation requirements</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

8. Review and Selection Process

The Big Lift RFP review will consist of a five-part process:

1. A paper screen to ensure that all components of the applications have been submitted.
2. A review panel made up of The Big Lift staff and experts with significant knowledge in out-of-school time, early learning, federal award management and/or evaluation and with no conflicts of interest.
3. An internal review to address criteria such as history of successful relationships with funding institutions, compliance with state and federal requirements, capacity to manage local and federal contracts, capacity to meet evaluation requirements, etc. Finalists will be asked to provide references from funders, school districts and community partners who may be contacted as part of the internal review.
4. Interviews with finalists, if needed.
5. Final selection of successful applicant by The Big Lift leadership team members, including: The San Mateo County Superintendent of Schools, Chief Community Impact Officer of Silicon Valley Community Foundation and the member of the San Mateo County Board of Supervisors (BOS) who represents the BOS on The Big Lift leadership team.


Federal Regulations

All recipients of The Big Lift funds will be required to comply with Social Innovation Fund and federal policies including all relevant terms and conditions outlined in the “Corporation for National and Community Service Social Innovation Fund Cooperative Agreement Terms and Conditions Version 4 (effective July 31, 2014)” which can be found here and the following OMB circulars that apply to their institutions:

a. OMB Circular A-87, Cost Principles for State and Local Governments – 2 CFR Part 225
c. OMB Circular A-21, Cost Principles for Educational Institutions – 2 CFR Parts 215 and 220

These documents can be found here: [www.whitehouse.gov/omb/financial_offm_circulars/](http://www.whitehouse.gov/omb/financial_offm_circulars/)
Compliance

Contractor must provide the necessary staff support to ensure that it is in compliance with federal and local requirements and that it participates in all reporting and compliance activities required by SVCF, SMCOE and CNCS. Examples include, but are not limited to:

- Submitting monthly or quarterly invoices
- Submitting quarterly or biannual progress reports
- Conducting criminal background checks on all staff who will have direct contact with children, in accordance with local, state and CNCS requirements
- Complying with all accounting practices necessary to manage and report on federal and local matching funds
- Complying with all applicable data storage and human subjects protections as mandated by federal regulations

10. Reservations

1. SVCF reserves the right to cancel this RFP at any time for any reason, even after review of all the applications, and is not responsible for any expenses incurred by an applicant in developing an application.

2. SVCF is under no obligation to award a contract to the applicant that presents the lowest cost or highest yield. Selection will be made based on overall evaluation of the application and the best interest of SVCF.

3. SVCF reserves the right to request clarification from any applicant on its application.

4. All submittals and applications become the property of SVCF.

5. SVCF reserves the right to waive any minor errors or discrepancies deemed in the best interest of SVCF.
APPENDIX A

The Big Lift Subgrantees, Cohort 1

1. Cabrillo Unified School District
2. Coastside Children’s Programs
3. Peninsula Family Service (serving the Big Lift communities of South San Francisco and Jefferson)
4. Institute for Human and Social Development (serving the Big Lift communities of South San Francisco, Jefferson and Cabrillo)
5. Jefferson Elementary School District
6. La Honda-Pescadero Unified School District
7. South San Francisco Unified School District
8. The City of South San Francisco

Characteristics of children enrolled in The Big Lift eligible districts

<table>
<thead>
<tr>
<th>The Big Lift-Eligible Districts</th>
<th>Round 1 Big Lift Grantees</th>
<th>3rd Graders Reading at “Proficient &amp; Advanced” (*2013 Star Data)</th>
<th>K</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayshore Elementary</td>
<td></td>
<td>36%</td>
<td>37</td>
<td>30</td>
<td>50</td>
<td>43</td>
</tr>
<tr>
<td>Brisbane Elementary</td>
<td></td>
<td>45%</td>
<td>37</td>
<td>50</td>
<td>61</td>
<td>50</td>
</tr>
<tr>
<td>Cabrillo Unified</td>
<td>Yes</td>
<td>45%</td>
<td>301</td>
<td>243</td>
<td>271</td>
<td>249</td>
</tr>
<tr>
<td>Jefferson Elementary</td>
<td>Yes</td>
<td>51%</td>
<td>818</td>
<td>688</td>
<td>758</td>
<td>751</td>
</tr>
<tr>
<td>La Honda-Pescadero Unified</td>
<td>Yes</td>
<td>35%</td>
<td>37</td>
<td>28</td>
<td>29</td>
<td>31</td>
</tr>
<tr>
<td>Pacifica Elementary</td>
<td></td>
<td>60%</td>
<td>355</td>
<td>359</td>
<td>363</td>
<td>370</td>
</tr>
<tr>
<td>Ravenswood City Elementary</td>
<td></td>
<td>22%</td>
<td>522</td>
<td>469</td>
<td>478</td>
<td>423</td>
</tr>
<tr>
<td>Redwood City Elementary</td>
<td></td>
<td>42%</td>
<td>1071</td>
<td>984</td>
<td>1060</td>
<td>1035</td>
</tr>
<tr>
<td>San Bruno Park Elementary</td>
<td></td>
<td>44%</td>
<td>374</td>
<td>312</td>
<td>324</td>
<td>303</td>
</tr>
<tr>
<td>San Mateo-Foster City</td>
<td></td>
<td>58%</td>
<td>1529</td>
<td>1421</td>
<td>1414</td>
<td>1389</td>
</tr>
<tr>
<td>South San Francisco Unified</td>
<td>Yes</td>
<td>52%</td>
<td>739</td>
<td>675</td>
<td>682</td>
<td>695</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>5820</strong></td>
<td><strong>5259</strong></td>
<td><strong>5490</strong></td>
<td><strong>5339</strong></td>
</tr>
</tbody>
</table>