

**United Way
of Southwest Colorado**



Request for Proposal

Date Posted: 2/19/2021

Project Name: Team UP AmeriCorps: Substitute Teacher / Tutor/ Engagement AmeriCorps Compliance Management

Contact Person: Lynn Urban, President & CEO

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Background:

United Way of Southwest Colorado (UWSWC) has been serving the communities of Archuleta, Dolores, La Plata, Montezuma, and San Juan Counties for over 48 years, by working with our communities to help people build better lives. We focus on the areas of education, health, and personal financial stability. United Way supports our community in a variety of ways, including providing grants to local nonprofits, coordinating volunteer efforts, managing emergency assistance funds, and building collaborative efforts to help change the odds for the better for people in our communities.

Team UP is a collective impact initiative (mega-collaboration) that aims to improve outcomes for kids and families. UWSWC serves as the backbone for Team UP. This work is currently centered in Montezuma and Dolores Counties, and is beginning to spread to our other 3 counties. Team UP Action Teams implement strategies to improve outcomes, and, in 2019 we developed the Team UP AmeriCorps program to help support this effort through the service of AmeriCorps members.

In late 2020, UWSWC was asked to consider expanding our Team UP AmeriCorps program to include an emergency service component to help communities overcome a substitute teacher shortage, need for tutors, and need to build student engagement that was exacerbated by the COVID-19 pandemic. We are seeking to add approximately 39 AmeriCorps members to serve our region of southwest Colorado, starting as soon as practical and continuing until the end of September 2021.

Project Goals and Scope of Services:

The goal of this project is to stand up an emergency support program for schools, nonprofits, and other community organizations in our region that will help provide substitute teachers, tutors, and student engagement specialists to help boost academic achievement and student wellbeing. UWSWC will remain the primary contact/grantee with Serve Colorado and UWSWC is seeking to contract with an organization or individual who can provide the following:

- Gather and maintain all documents required for reporting and compliance for Team UP AmeriCorps as related to the expansion of members for emergency substitute teaching, tutoring, and student engagement support for our nine local school districts in southwest Colorado. This includes, but is not limited to:
 - Gather and maintain up-to-date and signed copies of Member Position
 - Gather and maintain up-to-date and signed Host Site Agreements
 - Gather and maintain all hiring and start-up documents for members
 - Successfully complete training for performing Criminal History Checks on members, and perform and maintain all documentation related to those checks. Communicate results as appropriate to UWSWC and general management of the project
 - Maintain documentation of those members needing accompaniment based on criminal history check process
 - Document trainings completed by members
 - Check timesheets for members in conjunction with UWSWC and/or designee
 - Troubleshoot payroll/benefits/etc. for members with UWSWC
 - Maintain documents related to member evaluations according to schedule to be determined (most likely mid-service and end of service)
 - Keep meticulous records for AmeriCorps
 - Learn UWSWC and Serve CO policies and enforce them
 - Have regular check-ins with UWSWC and/or designee
 - Manage member enrollment and member data in OnCorps software or other programs required by Serve Colorado
 - Assist UWSWC and/or designee with information needed for reports to Serve CO
 - Assist UWSWC and/or designee with recognition for members and steps needed when exiting the program

Other Expectations:

The AmeriCorps compliance activities described herein are expected to take approximately 3 hours per week. However, hours may vary from week-to-week. Criminal History Checks of key personnel associated with this contract may be required. Selected contractor must be able to work collaboratively with several organizations and other contractors associated with the project. Selected contractor must own computer and be comfortable working with Microsoft Office, pdfs, Google Suite, online programs and applications, and follow UWSWC policies related to protection of personally identifying information.

Elements of Proposal (Arial font 11 pt. or larger, 1 inch margins, single or double-spaced):

- 1) Cover letter
- 2) Resume or brief background of organization (1 page maximum)
- 3) Main Proposal – please describe how you would carry out this project. Be sure to address all of the following (5 page maximum)

- Please describe skills and/or assets your organization possesses that qualify you to carry out this work. In particular, discuss any previous experience working with strict compliance and meticulous record-keeping.
- Please describe your knowledge about and experience with AmeriCorps programs and/or other Federal grants or programs.
- Please list key staff who you anticipate would be involved with this project and describe their experience and skills.

Evaluation Criteria:

Proposals will be evaluated primarily on the following factors: experience managing similar grants or programs with strict compliance measures, experience with AmeriCorps programs, and ability to communicate and coordinate effectively with several project partners including UWSWC, schools, nonprofits, and other project consultants.

Possible Roadblocks:

Although we do not anticipate any major obstacles in this project, if anything does hinder our progress, it is likely to be one or more of the following:

- Aggressive timeline for standing up this new program and getting all stakeholders involved
- Serve Colorado could alter our proposed budget – the final draft is still under review with Serve Colorado and although we do not anticipate any significant changes, it has not been fully approved at this time.

Budget:

This will be a fixed-price contract, not to exceed \$10,000. Actual contract amount will depend on the experience of the applicant and the proposal details.

This is not an employee position with United Way of Southwest Colorado, but rather a contract for managing compliance aspects of the new Emergency AmeriCorps programs to support our students in southwest Colorado. No benefits are available.

Anticipated Selection Schedule:

Proposals are due Friday, March 5, 2021 by 5 p.m. MST. Selection by Monday, March 12, 2021.

Method of Submission and Due Date:

Email all proposal elements to Lynn Urban, lynnu@unitedway-swco.org, no later than 5 p.m. MST, March 5, 2021. If you do not receive an email confirmation within 24 hours of submission, please call 970-903-3815. Verifying receipt is your responsibility.

Approximate Project Timeline:

3/12/2021: Contractor selected

3/16/2021: Contract fully executed

3/17/2021: Training with current primary Director of Team UP AmeriCorps begins

3/18/2021 – Member documentation begins with criminal history checks, applications, and more as we recruit our new members

3/18/2021- 9/30/2021 – documentation of member and host site information, activities, etc. continues and concludes on 9/30/2021

Other milestones may be added as program develops.

Questions:

Please contact Lynn Urban using the information on page 1 of this Request for Proposal.