

**United Way
of Southwest Colorado**



Request for Proposal

Date Posted: 2/19/2021

Project Name: Team UP AmeriCorps: Substitute Teacher / Tutor/ Engagement General 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:

- Serve as a liaison to school districts (Archuleta, Bayfield, Dolores, Dolores County, Durango, Ignacio, Mancos, Montezuma-Cortez, and Silverton) for the purpose of implementing this program in their districts
- Serve as a liaison to nonprofits and other organization in the region where AmeriCorps members may be placed for this program
- Gather each individual school district's requirements for Substitute Teaching for use in writing Position Descriptions for AmeriCorps members
- Draft Position descriptions for members using our Team UP templates
- Help with recruiting for members in each community (along with UWSWC and other community groups)
- Conduct initial interviews with each prospective member and share promising candidates with appropriate districts or nonprofits
- Communicate hiring decisions with candidates and send start up documents as appropriate
- Gather all hiring documents and share with UWSWC or designee
- Monitor and document those members needing accompaniment based on criminal history check process
- In conjunction with UWSWC, arrange for initial training of members (general and host site specific)
- Identify and coordinate with host site supervisors at each district
- Visit district sites periodically to check on members and host sites
- Train host site supervisors in how to manage members
- Ensure proper task assignments for members
- Gather and approve timesheets for members in conjunction with UWSWC and/or designee
- Troubleshoot payroll/benefits/etc. for members with UWSWC
- Have regular check-ins with members
- Have regular check-ins with host site supervisors
- Help to troubleshoot concerns of members and host site supervisors
- Conduct 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
- Assist UWSWC and/or designee with National Criminal History Check Process
- Assist UWSWC and/or designee with managing member data in OnCorps software
- Assist UWSWC and/or designee with gathering program data from members
- 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 management of this program is estimated to take approximately 30 hours per week. More hours may be required initially while program is being setup and members are recruited. Criminal History Checks of key personnel associated with this contract may be required.

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.
 - Please describe your knowledge about and experience with AmeriCorps programs.
 - Please describe your experience working with the nine school districts in southwest Colorado (Region 9 area).
 - Please briefly describe your knowledge about and/or ability to assist with substitute teaching management, tutor management, and building student engagement.
 - 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 working with local school districts, ability and availability to manage several AmeriCorps members across multiple sites in five counties, experience with substitute teaching, tutoring, and, student engagement 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 partner schools and organizations involved
- Aggressive timeline for recruiting AmeriCorps members to serve in these roles
- 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 \$40,000. Actual contract amount will depend on the experience of the applicant and the proposal details. Additional funds outside of the contract will be available for mileage reimbursement (approximately \$4,000).

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

Anticipated Selection Schedule:

Proposals are due Thursday, February 25, 2021 by 5 p.m. MST. Selection by Monday, March 1, 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, February 25, 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:

3/1/2021: Contractor selected

3/3/2021: Contract fully executed

3/5/2021: Initial organizing meetings take place; develop position descriptions; school district needs/ assessments; begin planning for training

3/12/2021 – Start recruiting members

3/12/21-5/16/21 – interviews, background checks, etc.

4/5/21 – Orientation begins (for 15 longer term members)

5/17/21 – Orientation begins (for 24 members for summer programs)

Mid-July – Mid-term member evaluations

Mid-August – Summer members’ final evaluations/ exits

Mid/late-September – Longer term members’ final evaluations/exits

Other milestones may be added as program develops.

Questions:

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