

**United Way  
of Southwest Colorado**



**Request for Proposal**

Date Posted: 2/19/2021

Project Name: Team UP AmeriCorps: Substitute Teacher / Tutor/ Engagement Data 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 data management and support:

- Develop a data plan to assess the impact of this emergency program for students in our region (which data will be collected, how will it be stored, frequency of collection, reporting)
- Work with those managing these AmeriCorps members to gather data required by Serve Colorado for reporting purposes and additional data desired by the UWSWC team to assess program scope and effectiveness (may include academic progress, student engagement, student behavior, wellness data, and more)
- Prepare required data reports for Serve Colorado monthly or as required (report on the following as a minimum: (number of members who serving and hours served by school district and other agencies served, number of students served)
- Prepare a final report summarizing all data from the project to be shared with all project stakeholders
- Assist program management with organizing and analyzing member and host site evaluations mid-program and end of program
- Keep meticulous and accurate records

**Other Expectations:**

We estimate that this work will take approximately three hours per week throughout the duration of the project, although it 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.

**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 experience working data management.
  - Please describe your knowledge about and experience with AmeriCorps programs.
  - Please briefly describe your knowledge about the following topics: substitute teaching, tutoring, and student engagement.
  - Please describe a previous project in which you were required to work in a highly collaborative environment and describe the outcome of that collaboration.
  - Please list key staff who you anticipate would be involved with this project and describe their experience and skills.
- 4) If available, please attach a report you have prepared previously that shows data you managed for a project.

**Evaluation Criteria:**

Proposals will be evaluated primarily on the following factors: data management skills and experience, demonstrated ability to work in a highly collaborative environment, and knowledge of educational programs.

**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 this entire program to be developed
- 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 \$9,600. 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 data 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](mailto: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 – 4/4/2021: Initial organizing meetings take place; data plan developed

4/5/2021 – Longer term Members begin collecting relevant data for program

5/5/2021 – April report due

5/15/2021 – Summer Members being collecting relevant data for program

6/4/21 – May report due

7/5/21 – June report due

Mid-July – Mid-term member evaluations

8/5/2021 July report due

Mid-August – Summer members' final evaluations/ exits

9/3/2021 – August report due

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

9/30/2021 – September report due; final report due to UWSWC

Other milestones may be added as program develops.

**Questions:**

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