



Travis County Commissioners Court Agenda Request

Meeting Date: May 22, 2012

Prepared By/Phone Number: David A. Salazar, 854-4107

Elected/Appointed Official/Dept. Head: Sherri E. Fleming,
County Executive for Health and Human Services and Veterans Service

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE:

Consider and Take Appropriate Action to Approve Submitting a Proposal to the Austin Independent School District (AISD) for a Youth and Family Enrichment Program to be Operated by Travis County as Part of the CAPITAL AmeriCorps Project.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Since 2003, Travis County operated the Travis County CAPITAL AmeriCorps Project using grant funds from the OneStar Foundation to serve over 11,000 youth in afterschool programs that focus on science and technology, environmental education, outdoor education and life skills.

In addition, 4-H CAPITAL/Texas AgriLife Travis County brings in additional money for afterschool programs through its fee for services contracts from local entities like AISD, Del Valle ISD, the Texas Empowerment Academy, and the Boys and Girls Club of the Austin Area. Recently, the OneStar Foundation requested that these contracts be handled through Travis County for the coming 2012-13 school year. Accommodating this change would simplify how the County manages grant funds from the fee for service contracts rather than splitting the duty between two entities. AgriLife and Travis County Health and Human Services and Veterans Service staff are working with staff from the County Auditor's office, the County Attorney, Purchasing, and the Planning and Budget Office in anticipation of any transition.

The due date for the proposal is May 31, 2012.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

STAFF RECOMMENDATIONS:

Staff recommends submission of this proposal.

ISSUES AND OPPORTUNITIES:

Grants funds from OneStar and the funds from the fee for service contracts will be used to support the afterschool programs operated by 4-H CAPITAL. Studies show that students who participate in afterschool programs have fewer behavior problems, handle conflict better, show improved social skills and enhanced academic performance. Travis County 4-H CAPITAL programs differ from more traditional programs by offering hands-on activities that reinforce key concepts in the curriculum.

FISCAL IMPACT AND SOURCE OF FUNDING:

The fee for service contracts with AISD are expected to provide up to \$210,000.00 during the 2012-13 school year.

REQUIRED AUTHORIZATIONS:

Dolores Sandmann, Texas AgriLife Travis County

Laura Ward, Assistant County Attorney

Mary Etta Gerhardt, Assistant County Attorney

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us **by Tuesdays at 5:00 p.m.** for the next week's meeting.




**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
502 E. Highland Mall Blvd.
P. O. Box 1748
Austin, Texas 78767**

**Sherri E. Fleming
County Executive
for TCHHSVS
(512) 854-4100
Fax (512) 279-1608**

DATE: April 19, 2012

TO: Members of the Commissioners Court

FROM: 
Sherri E. Fleming, County Executive for
Travis County Health and Human Services and Veterans Service

SUBJECT: Proposal for Youth Enrichment Program

Proposed Motion:

Consider and take appropriate action to approve submitting a proposal to the Austin Independent School District (AISD) for a Youth and Family Enrichment Program to be operated by Travis County as part of the CAPITAL AmeriCorps Project.

Summary and Staff Recommendations:

The Travis County CAPITAL AmeriCorps Project has been in operation since 2003. The CAPITAL AmeriCorps Project uses grant funds from the OneStar Foundation to augment the after-school programs operated by 4-H CAPITAL, an organization affiliated with the Texas AgriLife Extension Service. The project provides hands-on learning experiences that not only help youth become successful adults but also reduce risk-taking behaviors that inhibit success. AmeriCorps members funded by the grant provide after-school enrichment programs four days a week during the school year at various schools. These programs focus on science and technology, environmental education, outdoor education, and life skills.

In addition to the grant funds handled by Travis County, 4-H CAPITAL brings in additional money for the after-school programs through fee for service contracts. These contracts are currently between AgriLife Extension and AISD, Del Valle ISD, the Texas

Empowerment Academy, and the Boys and Girls Clubs of the Austin Area. The OneStar Foundation has requested that these contracts be handled by Travis County instead of AgriLife Extension for the 2012-2013 school year. This change will simplify things by having Travis County manage the grant funds and the funds from the fee for service contracts instead of splitting the duty between two entities. Appropriate staff from AgriLife Extension and Travis County Health and Human Services and Veterans Service (TCHHSVS) is working with staff from the County Auditor, County Attorney, Purchasing, and Planning and Budget on the transition.

Submitting the proposal to AISD for a Youth and Family Enrichment Program is the first step in getting the AISD fee for service contracts for the 2012-2013 school year. **AISD has not yet updated its forms and has instructed AgriLife Extension staff to use the forms for the 2011-2012 school year for this proposal. An email from Amelia Gomez at AISD confirming this follows this memo. The due date for the proposal is May 31, 2012.**

TCHHSVS staff recommends submitting this proposal.

Budgetary and Fiscal Impact:

The fee for service contracts with AISD are expected to provide up to \$210,000 during the 2012-2013 school year.

Issues and Opportunities:

The grant funds from OneStar and the funds from the fee for service contracts will be used to support the after-school programs operated by 4-H CAPITAL. Studies show that students who participate in after-school programs have fewer behavior problems, handle conflict better, show improved social skills and enhanced academic performance. Travis County 4-H CAPITAL programs differ from more traditional programs by offering hands-on activities that reinforce key concepts in the curriculum.

Background:

The Travis County CAPITAL AmeriCorps Project has been in existence since 2003. It has served more than 11,000 youth to date.

Cc: Dolores Sandmann, Director, Texas AgriLife Extension Service
Susan A. Spataro, CPA, CMA, Travis County Auditor
Jose Palacios, Chief Assistant County Auditor
Patty Lennon, Financial Analyst, Travis County Auditor's Office
Laura Ward, Assistant County Attorney
Leslie Browder, Executive Manager, Planning and Budget Office
Diana Ramirez, Analyst, Planning and Budget Office
Cyd Grimes, C.P.M., Travis County Purchasing Agent
Shannon Pleasant, Assistant Purchasing Agent, Travis County Purchasing Office

John Bradshaw

From: Lydia Domaruk
Sent: Monday, May 14, 2012 9:10 AM
To: John Bradshaw
Subject: FW: FW: RFP question

This is what we need.

Lydia Domaruk

County Extension Agent – Urban Youth Development

☞ 4-H CAPITAL Project ☞

Texas AgriLife Extension Service

1600 – B Smith Rd.

Austin, TX 78721

Office (512) 854-9609

Fax (512) 854-9611

LRDomaruk@ag.tamu.edu

www.facebook.com/4hcapital

From: amelia.gomez@austinisd.org [mailto:amelia.gomez@austinisd.org]
Sent: Monday, May 14, 2012 8:30 AM
To: Lydia Domaruk
Subject: RE: FW: RFP question

Lydia,

The response to the RFP for Youth and Family Enrichment Services from Travis County will be appropriate for the 2012-13 school year.

Amelia Gómez
Procurement Specialist
Austin Independent School District
Contract & Procurement Services
1111 W. 6th Street, A-330
Austin, Texas 78703
(512) 414-2125 - Office
(512) 480-0924 - Fax
Amelia.Gomez@austinisd.org

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**AUSTIN INDEPENDENT SCHOOL DISTRICT
1111 West 6th Street
Austin, Texas 78703-5338**

April 4, 2011

REQUEST FOR PROPOSAL (RFP)

The Austin Independent School District invites qualified firms to submit proposals for **Youth and Family Enrichment Programs**. This RFP will serve two purposes:

- to secure services for the beginning of the 2011-2012 school year;
- to provide an ongoing competitive process to secure services throughout the 2011-2012 school year.

Proposals for services that may begin approximately 8/1/11 must be received by April 28.
Proposals for services that may begin later will be received throughout the school year.

Proposals for services beginning August 1, 2011 will be received until 2:00 P.M., April 28, 2011 by the Austin Independent School District, Purchasing Office, 1111 West 6th Street, Suite A330, Austin, Texas 78703. The envelope containing your proposal response (1 original and 3 copies) must be forwarded in a sealed envelope (FAX, E-Mail or other electronic proposal responses will not be accepted). To properly process, your proposal response must be plainly marked:

**Proposal for
Austin Independent School District
Youth and Family Enrichment Programs
Proposal Number P11-035
Open 2:00 P.M. April 28, 2011 (for services beginning August 1, 2011)
This RFP will remain open throughout the school year.**

AISD reserves the right to reject any and/or all proposals, to award contracts for individual products or services as may appear advantageous, and to negotiate separately in any manner necessary to serve the best interest of the District.

Proposals delivered to the AISD central mail facility or to AISD locations other than Suite A330 will not be considered "received" by the Purchasing Office until they arrive in the Purchasing Office (Suite A330). AISD will not be responsible for delays in delivery resulting from need to transport a bid from another location or error or delay on the part of any carrier. Proposals received in the Purchasing Office after the published time and date cannot be considered.

AISD Board Policies can be accessed at our website, austinsisd.org. Purchasing policies are included in Section C of the AISD Board Policy Manual.

No proposals may be withdrawn for a period of sixty (60) days subsequent to the deadline for receipt of proposals without the prior written consent of the Board of Trustees, Austin Independent School District.

Kim Scannell
Contract & Procurement Services
Phone: 512-414-2123
Fax: 512-480-0924
E-Mail: kim.scannell@austinsisd.org

AUSTIN INDEPENDENT SCHOOL DISTRICT
Youth and Family Enrichment Programs
Proposal Number P11-035
Open 2:00 P.M. April 28, 2011 (for services beginning 8/1/11)

I. PURPOSE

The Austin Independent School District (herein after referred to as "AISD" or the "District") is seeking proposals from Entities qualified and experienced in providing enrichment classes or services in the following four areas: Academic Assistance, Enrichment, Family and Parental Support Services, and College and Workforce Readiness (*see Attachment A: AISD Four Component Activity Guide*).

- A. AISD plans to provide Out of School Time* (OST) activities and classes for youth at all grade levels anytime school is not in session to include before and after school, summer recess, vacation days, and weekends, that –
- Provide opportunities for academic enrichment, including providing tutorial services to help children, particularly students who attend low performing schools, to meet State and local student academic achievement standards in core academic subjects, such as reading, math, and science;
 - Offer students a broad array of additional services, programs and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, physical education and fitness programs, and technology education programs that are designed to reinforce and complement the regular academic program of participating students; and
- B. AISD plans to offer family and parental support services and activities that support and help to increase the participation of parents in the students' educational experience. Services may include:
- Adult literacy, ESL, technology, job training, health and wellness, parenting, and/or parent-child learning opportunities.

* Out of School Time (OST) programs refers to an array of safe, structured programs that provide children and youth from kindergarten through high school with a range of supervised activities intentionally designed to encourage learning and development outside of the typical school day. OST programs occur before and after school, on the weekends, during school holidays, and in the summer.

II. PROPOSAL FORMAT

A separate proposal must be submitted for each area of interest or "domain". (*Attachment A*)

Proposals are to be submitted on the attachments provided and are categorized as follows:

- *Attachment B* - Youth programs
- *Attachment C* - Adult/Family programs

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IV. PROPOSAL INFORMATION

A. Schedule For Selection

Date	Event
April 4, 2011	Request For Proposal available to Contractors
April 28, 2011	Due date for proposals for services beginning 8/11/11
April 29 – May 27, 2011	Analysis of proposals for services beginning 8/1/11
June 20, 2011	Recommendation submitted to Board for approval

B. Interpretation of RFP Wording

Interpretation of the wording of this RFP shall be the responsibility of the District Office of Contract & Procurement Services. District staff will not give verbal answers to inquiries regarding the contents of the RFP. Any verbal statement regarding it prior to the award shall be non-binding.

C. Written Inquiries

Proposers may make written inquiries concerning this RFP to obtain clarification of the requirements.

Submit inquiries via Fax or E-mail to:

Kim Scannell, Contract & Procurement Services
P11-035 Youth and Family Enrichment Programs
Austin Independent School District
Fax Number: (512) 480-0924
E-mail to: kim.scannell@austinisd.org

D. Rights of the Austin Independent School District

The District reserves the right to require additional information from Proposers and to conduct necessary investigations to determine Proposer performance and to determine the accuracy of Proposal information.

E. RFP Information and Work Conditions

1. All Proposers are expected to carefully examine the RFP documents. Any ambiguities or inconsistencies should be brought to the attention of the individual identified in Section IV, C of this RFP. It is believed that all information necessary to complete a response is included in this RFP. It is the responsibility of the Proposer to obtain clarification of any information contained herein that is not fully understood.
2. The Proposer, by and through the submission of a Proposal, agrees to be held responsible for: 1) having examined the Request for proposal and all referenced

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citations of judicial decisions, statutory authority, and local policy; 2) having become familiar with the nature and scope of the Services required by the District; and 3) identifying any local conditions that may affect the labor availability, administrative rules and other factors that may impact the District's timeline for completion of the Services.

V. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

The following describes the service and performance requirements that the selected Contractor will be required to perform.

AISD envisions a system of OST programs that are coordinated and aligned with the Texas Essential Knowledge and Skills and the AISD Curriculum Roadmap. AISD OST programs will provide opportunities for academic improvement which include the provision of instructional services to help students meet state and local standards. Students enrolled in the OST programs should experience the activities as different but connected to the school day.

Respondents should provide high quality and clearly articulated expectations for students' development and achievement. Programs will focus on measureable outcomes related to school success and youth development. These might include some of the following Critical Success Factors (see chart on following page):

- Improved academic achievement
- Improved school day attendance
- Improved behavior
- Improve promotion rates
- Improved graduation rates

AISD Afterschool and Parent Support Critical Success Factors

Outcomes	Critical Success Factors	Critical Success Factors	Milestones	Milestone Performance Indicators (measure)
<p>Improve Academic Performance</p>	<p>Critical Success Factor #1: Student and Family Engagement</p> <p>Students and families actively participating and engaged in learning Students and families displaying leadership roles, volunteering to participate and lead activities</p>	<p>Increased student and family attendance in afterschool programs Students mentoring other students Students and families facilitating activities <u>Measurement Tool</u> Instructor surveys/self assessment Principal/Project Director survey Observation/on-site visit</p>	<p>Utilize innovative instructional techniques for academic and enrichment activities based on research and best practices</p>	<p>Curriculum/Lesson Plans</p>
<p>Improve Attendance</p>	<p>Critical Success Factor #2: School Involvement</p> <p>Students increased sense of involvement in school</p>	<p>Number of students participating in extracurricular activities Increased number of mentors <u>Measurement Tool</u> Student/Family surveys Teacher surveys</p>	<p>Provide adult advocates, based on student need and in accordance with best practices</p>	<p>Number of meetings with students Number of contacts made with Families, teachers, school day staff</p>
<p>Improve Behavior</p>	<p>Critical Success Factor #3: Assessment Data</p> <p>Use of assessment data to revise/reevaluate student services</p>	<p>Changes in student activities following re-assessment <u>Measurement Tool</u> Document analysis of program files Observation/on-site visits</p>	<p>Conduct ongoing/continuous assessment to determine need and improve targeted services</p>	<p>Methods of assessment: pre/post tests, needs assessments, case plans, etc.</p>
<p>Increase Promotion Rates</p>	<p>Critical Success Factor #4: Professional Development Impact</p> <p>Implementation of strategies learned through training Noticeable difference in educational instruction (teaching methods)</p>	<p>Changes in methods of instruction based on training <u>Measurement Tool</u> Self assessments Supervisor assessments</p>	<p>Provide all required training opportunities for staff development</p>	<p>Number of Trainings Schedule of Trainings Staff sign in sheets Participant surveys</p>

Respondents should demonstrate that the proposed program is based on research showing that effective (OST) programs are those that are based on identified student and family needs, aligned to school-day activities, adapt instruction to individual and small group needs, provide engaging learning experiences, maximize student participation and attendance, and use assessments of program performance to improve program quality. Such high quality OST programs are an integral part of the pipeline to graduation and college success. All of the proposed services and activities should be designed based on research about what works in OST programs – primarily research from the Department of Education’s “What Works” Clearing House publication *Structuring Out-of-School Time to Improve Academic Achievement* and research about family engagement from the Harvard Family Research Project. AISD uses an evidence-based assessment tool developed by the Weikart Center for Youth Program Quality (YPQ) and trains all afterschool staff and contractors on best practices for activity development and implementation. Respondents should participate in the YPQ initiative by agreeing to assessments and trainings offered by AISD. In addition, all of the proposed project’s family engagement activities are based on the national parent involvement standards established by the National PTA, including: 1) regular, two-way, meaningful, communication between home and school; 2) promotion and support of parenting skills; 3) active parent participation in student learning; 4) parents as welcome volunteer partners in schools, 5) parents as full partners in school decisions that affect children and families, and 5) outreach to community resources. AISD will take a coordinated approach to engaging families so that those most in need will have multiple points of entry into the continuum of services available through this program.

As a contractor for AISD, the entity is expected to supply instructors, curriculum, unit and lesson plans, materials and supplies for the proposed activities. AISD generally pays between \$30 and \$50 per hour. The cost of service will depend on the number of instructors provided and the cost of materials.

As a contractor for AISD OST and parent support programs, the entity is expected to update the organization’s profile in the Youth Services Mapping System www.ysm-austin.org every 6 months.

29% of AISD students are classified as Limited English Proficient (LEP). Respondents should demonstrate their capacity to serve this population

VI. COMPETITIVE SELECTION

- A.** Proposals for services beginning 8/1/11 are due April 28, 2011, at 2:00 PM. Late proposals will be will not be considered for services beginning 8/1/11, but will be considered for services to begin later in the school year. No proposals may be withdrawn without written request.
- B.** AISD will select multiple vendors that meet the requirements of the RFP. If an AISD department or campus requests to use one of the selected vendors, then a contract will be executed between the parties. A vendor cannot perform services for AISD without a fully executed contract.

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- C. The committee evaluating the proposals submitted in response to this RFP may require any or all Contractors to give an oral presentation in order to clarify or elaborate on their proposal. Upon completion of oral presentations or discussions, Contractors may be requested to revise any or all portions of their proposals.
- D. This is a NEGOTIATED procurement and as such, requests may be made to the proposer to alter or amend their original proposal.

VII. TERMS AND CONDITIONS

- A. Agreement(s) resulting from this RFP will be in effect for a period of one (1) year from date of award by the Board of Trustees in 2011. AISD, at its sole option, may however extend the agreement for four (4) additional one (1) year periods from 2012 – 2016.
- B. AISD reserves the right to reject any and/or all proposals, to make awards for individual products or services as may be advantageous, and waive all formalities in the RFP process.
- C. Proposals for services beginning 8/1/11 are due April 28, 2011, at 2:00 PM. Late proposals will be will not be considered for services beginning 8/1/11, but will be considered for services to begin later in the school year. No proposals may be withdrawn without written request.
- D. AISD desires to have the Contractor submit a proposal, which incorporates all significant points enumerated in this RFP. Where the proposal is silent, AISD assumes the services set forth in the SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS to be accepted as part of the proposal. The Board of Trustees will pass a resolution accepting the written proposal and appropriate portions (if applicable) of the successful Contractor selected.
- E. AISD will not be responsible for any expenses incurred by the Contractor in preparing and submitting a proposal.
- F. A system for perpetual record keeping shall be maintained by the Contractor until the File is closed, and for a period of no less than three years thereafter and must make such records available to the District upon request. AISD shall be the absolute unqualified owner of all documents and electronic media prepared pursuant to this project. No information produced as a result of any agreement or contract with AISD can be released without the prior written consent of AISD.
- G. Questions concerning this solicitation shall be directed in writing to Kim Scannell, at the address indicated on the face of this document.
- H. Any contract resulting from this solicitation is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in

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part, if funds are not appropriated by the AISD Board of Trustees or otherwise not made available to the District.

- I. A written notice of award mailed or otherwise furnished to the successful Contractor results in a binding contract without further action by either party.
- J. The District reserves the right to terminate all or any part of the undelivered portion any order resulting from this solicitation with thirty (30) days written notice; upon default by the vendor, for delay or nonperformance by the Vendor, or, if it is deemed in the best interest of the District, for convenience.
- K. The person whose signature appears on the cover page of this Request For Proposal hereby certifies (by signing this document) that the individual, firm and/or any principal of the firm on whose behalf this proposal is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-Procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the date of opening of this proposal, and agrees to notify the District of any debarment inquiries or proceedings by any federal, state or local governmental entity that exist or may arise between the date of this submission and such time as an award has been made under this procurement action.
- L. **Indemnification** – To the fullest extent permitted by applicable law, the Vendor and its agents, partners, employees, and consultants (collectively "Indemnitors") shall and do agree to indemnify, protect, defend with counsel approved by the District, and hold harmless the District and its affiliated enterprises, representatives of the District, and their respective officers, directors, members of the board, partners, employees and agents (collectively "Indemnities") from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses, including attorney fees, of any nature, land, or description (collectively "Liabilities") of any person or entity whomsoever arising out of, caused by, or resulting from the performance of services, or provision of goods, by contractor pursuant to this contract, or any part thereof, which are caused in whole or in part by any negligent act or omission of the Vendor or, anyone directly or indirectly employed by it or anyone for whose acts it may be liable even if it is caused in part by the negligence or omission of any Indemnities, so long as it is not caused by the sole negligence or willful misconduct of any Indemnities. In the event more than one of the Indemnitors are connected with an accident or occurrence covered by this indemnification, then each of such Indemnitors shall be jointly and severally responsible to the Indemnities for indemnification and the ultimate responsibility among such Indemnitors for the loss and expense of any such indemnification shall be settled by separate proceedings and without jeopardy to any Indemnities. The provisions of this article shall not be construed to eliminate or reduce any other indemnification or right which the District or any of the Indemnities has by law.

Vendor shall protect and indemnify the District from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent, or copyright, arising by or out of any of the services performed or goods

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provided hereunder or the use by Vendor or by the District at the direction of Vendor of any article or material, provided that upon becoming aware of a suit or threat of suit for patent or copyright infringement, the District shall promptly notify Vendor and Vendor shall be given full opportunity to negotiate a settlement. Vendor does not warrant against infringement by reason of the District's design of articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, the District agrees to cooperate reasonably with Vendor and parties shall be entitled, in connection with any such litigation, to be represented by counsel at their own expense.

The indemnities contained herein shall survive the termination of any agreement or purchase order for any reason whatsoever.

ATTACHMENT A

AISD Four Component Activity Guide

Academic Assistance	Enrichment	Family and Parental Support Services	College and Workforce
<p>Services and activities that support all educational areas as needed to promote student achievement and success in their school experiences.</p> <p>Programs should create exciting intrinsic motivation to sustain constant student participation.</p>	<p>Services and activities that provide positive social, cultural, recreational, interpersonal skills and experiences to enrich and expand students' understanding of life and involvement in the community.</p>	<p>Services and activities that support and help to increase the participation of parents in the students' educational experience.</p>	<p>Services and activities that promote workforce awareness, job and/or college readiness, skills training, preparation for the workforce and assistance in the attainment of employment and/or funding for college.</p>
<p>Academic skills Academic Student Clubs Accelerated and remedial education activities Computer literacy Computer Science Creative writing Credit Recovery Support activity Critical Thinking Skills Educational Field Trips Essay writing Forensics Homework check/completion Engineering activities Expanded Library services Homework clubs Language (ESL LEP) Literacy programs Math activities Natural Science Note taking skills Number Sense activities Peer tutoring Poetry Writing Workshops Portfolios Problem solving skills Reading program/clubs Reading Workshops Remedial activities Robotics School related planning Science activities Service learning projects Social studies activities Speech/Debate Spelling Bee activities Study skills activities TAKS preparation Technology activities Telecommunications Test taking skills Tutoring Typing Writing Workshops</p>	<p>Arts & crafts activities Bullying/anti-bullying Character building Clubs Community service projects Computer games / enrich technology Conflict resolution Cooking classes Counseling/guidance Creative arts Dance/drama/music clubs Engineering activities Fashion show First aid/CPR classes Fitness Games (physical/outdoors) Gang awareness Goal setting Graffiti clean-up Health Issues Leadership training Life skills Martial arts/self defense Mentoring Motivational activities Music Nature walks/picnics Nutrition/eating habits Peer mediation Pregnancy/parenting awareness Problem solving skills Recreational activities Red ribbon week activities Relationship skills Safety awareness Sign language training Sports activities Student clubs & meetings Teen parent groups</p>	<p>Adult education Assist with application for employment College awareness College financial aid Computer literacy Employment fair Employment skills training Family counseling/supportive guidance Family literacy programs Financial Education Household budgeting/banking Mailing Meeting PAPA (teen parents) Parenting education (pregnant/parenting teens) Parent employment resources Parent orientations Parent support group Parent surveys Parent transportation Parent volunteers Parent/family events & activities Parent/student TAKS nights Parenting/life skills classes Phone calls to parents PTA/PTO night Relationship building with child</p>	<p>Baby Sitter/CPR certification Business environment Career clubs Career counseling Career days Career development activities Career exploration Career fairs Career field trips College admissions assistance College awareness-prep College career goals College course enrollment College days/events/fairs College entrance exams College financial aid assistance College life prep College needs assessment College professor meeting College test application College test prep College tours/field trips Computer literacy Concurrent enrollment Critical Thinking Skills Scholarship application Scholarship information Engineering activities FAFSA Financial planning Internships Dress for success Dual credit Entrepreneurial activities Goal setting Job placement Job recruitment Job referral Mock interviews Resume assistance School to careers activities Time management skills training Vocational training</p>

Attachment B: Proposal
YOUTH ENRICHMENT PROGRAMS
RFP P11-035

Complete a separate form for each area of interest (domain)

Name of Organization: Travis County Health and Human Services and Veteran Services 4-H CAPITAL Project	Contact Name: Lydia Domaruk
Address: 1600 B Smith Rd.	Phone: (512) 854-9609 Phone:
City: Austin State: TX Zip: 78721	email: LRDomaruk@ag.tamu.edu
Domain: Youth Development and Science Enrichment Programs	# youth served per class: 15
Cost per hour: \$32.00	Utilize volunteers: yes (AmeriCorps Members)
Staff: Youth ratio: 1:15 or 2:15	Capacity to serve LEP students: yes

1. Provide a brief summary of your organization's history, goals, and key achievements, including why the organization was established, your recent activities and accomplishments. **(10 pts)**

4-H CAPITAL began in 1992 as a 5-year USDA grant. Our mission is to reduce the risk for school failure and school dropout by increasing science and literacy skills while promoting healthy growth and development. We fulfill this mission by providing high-quality after-school enrichment programs that focus on science, math, technology, and literacy. Examples include: Animal Science, Hands On Science, Wild in the City, Sports Fishing, Electricity, Performance Science, Solar Power Up!, and Food Science. Adopted by Travis County in 1997, the program received its first AmeriCorps grant in 2003; since then, AmeriCorps funding has been continuously renewed annually. With the support of AmeriCorps volunteers, 4-H CAPITAL has grown from one school to 30, totaling more than 25,000 contact hours annually with Travis County youth.

2.A. How many sites is your organization able to serve? **(5 pts)**

We are currently serving in 24 Austin ISD Elementary and Middle Schools, as well as 5 Elementary schools in the Del Valle School District and one Charter School (Texas Empowerment Academy).

2.B. How many days per week per site will your organization be able to provide programming?

Four

Attachment B: Proposal
YOUTH ENRICHMENT PROGRAMS
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3. How will your organization's activities increase proficiency in related content areas: **(12 pts)**

A. Academic Assistance

4-H CAPITAL programs focus on increasing student knowledge in the areas of science, technology, engineering and math (STEM). We design our Unit Plans for each course using the Curriculum Road Maps for each grade level, and align individual lesson plans with appropriate TEKS. Course topics include: animal science, chemistry, aquatic science, engineering, life sciences, gardening, earth sciences, food science, etc. Our goal is to offer a wide range of topics to fit the interests and needs of AISD youth. All of our programs teach children to use the scientific method giving them opportunities to develop critical thinking skills and tools for problem solving. Our afterschool teachers also incorporate educational field trips in their Unit Plans. Field trips have included museums, farm tours, and fishing trips. In addition to our STEM enrichment programs, we assist at many of our schools with homework help and completion.

B. Enrichment

As leaders of character building clubs, our 4-H CAPITAL program staff are trained to incorporate the national 4-H "6 Pillars of Character" into our classroom environment. They are *Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship*. Our 4H Club members begin their lessons by reciting the 4H Pledge in support of the 4H motto "To Make the Best Better". Other focuses within the enrichment content area include cooking and engineering classes and participation in recreational activities, such as sports fishing. During the spring semester, we have a full time staff member that rotates throughout our after school classes teaching all 4-H CAPITAL youth using the Texas AgriLife Extension curriculum "Better Living for Texans". This program teaches youth about nutrition and healthy living. In addition, some of our campuses participate in the Junior Master Gardener program that teaches youth skills to create and maintain vegetable gardens on their school grounds.

C. Family & Parental Support

D. College & Workforce Readiness

4-H CAPITAL is a participating partner with Austin ISD 21CCLC after school programs at Barrington, Norman, Hart, Brown, Pickle, Langford, Rodriguez, Widen, Harris, and Pecan Springs Elementary Schools "Get Ready for College" after school program. This after school program is designed for 5th and 6th graders in underserved neighborhoods that have the potential for college success, but may have some social or financial barriers to overcome to enter into college. 4-H CAPITAL's contribution to this program has been to expose youth to the variety of careers in science and green technology as well as the education needed to succeed in those types of careers.

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4. How are your organization's activities aligned with the TEKS (Texas Essential Knowledge and Skills)? Please give an example. **(5 pts)**

We design our Unit Plans for each course using the Curriculum Road Maps for each grade level, and align individual lesson plans with appropriate TEKS. For example, a Chemistry and Physics Lab class at Barrington Elementary after school engages 4th graders in Science learning. Using the Curriculum Road Map, our instructor was able to note that during the fall semester, youth in her program studied Newton's Third Law of Motion. This semester, as a reinforcement of this learning, the instructor designed a series of activities including building hula hoops and trebuchets that demonstrated this law and allowed youth to conduct their own experiments using this equipment to witness the law in action for themselves. TEKS that this addresses included: **112.15. Science, Grade 4, Beginning with School Year 2010-2011(6) (D) Force, motion, and energy. The student knows that energy exists in many forms and can be observed in cycles, patterns, and systems. The student is expected to: design an experiment to test the effect of force on an object such as a push or a pull, gravity, friction, or magnetism.** Each TEKS addressed is included in each Lesson Plan.

5. What is your organization's capacity to serve Limited English Proficiency Students? **(5 pts)**

We work closely with our after school site coordinators to identify the needs of each individual student in our program. Our lessons are hands on and are designed for youth participation and interaction with the material learned. We have adapted programs for youth on an as needed basis to ensure that ALL youth have access to fun and enriching after school programming.

6. How will your organization's activities reflect experiential and hands-on learning? **(10 pts)**

"Learn by doing" is a commonly used expression in 4-H. 4-H programs have a reputation for using a learn-by-doing approach for teaching youth. Although learning by doing has been the core of how 4-H teaches kids since its beginning in the early 1900's, 4-H has more recently adopted an official model called experiential learning to depict this process. The "learn-by-doing" approach allows youth to experience something with minimal guidance from an adult. Instead of being told "the answers," they are presented with a question, problem, situation, or activity which they must make sense of for themselves. All 4-H CAPITAL staff are trained on teaching using the experiential learning approach. Not only do we have local support for this method, but our national 4H affiliation allows for support and training for this approach.

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7. Describe your organization's staff development plan for 2011-2012, including topics. **(5 pts)**

Since the majority of our teaching staff after school are AmeriCorps members, we conduct the majority of our staff development in August when we bring on a new set of members. Our list of training topics includes:

- 4-H CAPITAL Overview
- Setting up a Classroom
- Behavior Management
- Training on individual curriculum
- How to create a Unit Plan / Lesson Plan
- How to align with TEKS and the Curriculum Road Map
- CPR / First Aid
- Travis County Van training (to drive county vehicles for field trips)

Additionally, we will be training our staff on the Youth Program Quality Youth Work Methods Workshops: Voice & Choice, Planning and Reflection, Building Community, Cooperative Learning, Active Learning, Scaffolding for Success, Ask-Listen-Encourage, Reframing Conflict, Structure and Clear Limits, Homework Help

8. State your organizations minimum staff education/experience requirements. **(5 pts)**

Our qualifications vary for staff depending on their level of responsibility. Here are the requirements for each type of AmeriCorps member.

Full Time Members

Education: Bachelor's Degree OR degree in progress and at least one year experience working with our program or similar after school program.

Experience: At least one year experience leading youth in a group setting

Half Time Members

Education: Some college

Experience: At least one year experience working with youth

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9. How will your organization evaluate the effectiveness of the proposed activities in meeting AISD program goals (culminating events, presentations, projects, etc.)? **(5 pts)**

All staff are formally observed during the first semester of the school year. A formal conversation with the observer follows along with the completion of an observation and feedback form. A second observation occurs during the second semester of the school year. AmeriCorps members also receive a performance review half way through their year of service and at the end of their term of service. 4-H CAPITAL participates in the Youth Program Quality Assessment. We received five external assessments this spring. We look forward to further incorporating this assessment tool into our program to continue to improve program quality.

Additionally, we use the ACE Unit Plan template to plan our courses at the beginning of each year. Our AmeriCorps project Field Coordinator is responsible for reviewing these Unit Plans and ensuring that our programs meet AISD requirements and that our instructors remain on task with their Unit Plans throughout the semester.

And lastly, each of our courses conduct pre and post tests to determine the level of knowledge and school engagement gained throughout the school year as is required by our AmeriCorps program National Performance measures.

10. Has the organization created or updated their profile in the Youth Services Mapping System in the past six months? www.ysm-austin.org **(3 pts)**

Yes. Our last update was on 2/23/2012.

11. Organization has established curriculum and lesson plans. Include a SAMPLE with your proposal. **(20 pts)**

4-H CAPITAL instructors have access to established national 4H Curriculum like Junior Master Gardener and Health Rocks! We also utilize curriculum from other trusted educational institutions like the ASPCA, NASA, and Project Wild. Additionally, each Unit Plan and lesson plan that is created by our staff is entered into our Wiki. The Wiki is an online repository of lessons and curriculum created by 4-H Capital Staff. Individuals have the opportunity to not only share their lessons, but add comments, suggest changes, and connect the lessons to their Unit Plans. Lessons are easy to search, as they are organized by topic.

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12. List 3 References **(10 pts)**

Kalyse McElveen
21CCLC Grant Coordinator
Del Valle ISD
(512) 386-3107
Kalyse.mcelveen@del-valle.k12.tx.us

Lupe Ochoa
21CCLC Grant Director
Austin ISD
(512) 414-0137
Lupe.ochoa@austinisd.org

Principal Leslie Dusing
Hart Elementary
Austin ISD
(512) 841-2100
Leslie.dusing@austinisd.org

13. Will your organization participate in the AISD YPQ initiative through assessments and training? **(5 points)**

Yes. 4-H Capital is already participating in this initiative. This spring we received five external assessments and have had three staff attend all 10 YPQ Youth Work Methods Workshop with others close to completion. The Agent that oversees the 4-H Capital program is a trained Performance Manager, Methods Trainer, Quality Coach, and External Assessor for the YPQ Initiative and is working to implement these methods into the 4-H Program Model.

OFFER CERTIFICATION

The undersigned Firm, by signing and executing this offer, certifies and represents to the Austin Independent School District that Firm has not offered, conferred or agreed to confer any pecuniary benefit, as defined by § 1.07(a)(6) of the Texas Penal Code, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this offer; the Firm also certifies and represents that Firm has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this offer; the Firm certifies and represents that Firm has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Austin Independent School District concerning this offer on the basis of any consideration not authorized by law; the Firm also certifies and represents that Firm has not received any information not available to other Firms so as to give the undersigned a preferential advantage with respect to this offer; the Firm further certifies and represents that Firm has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Firm will not in the future, offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Austin Independent School District in return for the person having exercised the person's official discretion, power or duty with respect to this offer; the Firm certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Austin Independent School District in connection with information regarding this offer, the submission of this offer, the award of this offer or the performance, delivery or sale pursuant to this offer.

FIRM NAME Travis County

SIGNED BY _____

PRINTED NAME Samuel T. Biscoe

TITLE Travis County Judge

MAILING ADDRESS P.O. Box 1748, Austin, Texas
78767

TELEPHONE - (512) 854-9555 or 1-800 _____

FAX NUMBER - (512) 854-9535

DATE _____

E-MAIL ADDRESS Sam.Biscoe@co.travis.tx.us

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code §44.034.

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony".

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract".

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: Travis County

AUTHORIZED COMPANY OFFICIAL'S NAME: Samuel T. Biscoe

Check only one of the following:

- My firm is a publicly-held corporation, therefore, this reporting requirement is not applicable.
- My firm is **NOT** owned nor operated by anyone who has been convicted of a felony.
- My firm **IS** owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): _____
(attach additional sheet if necessary)

Details of Conviction(s): _____
(attach additional sheet if necessary)

Signature of Company Official: _____

SUSPENSION AND DEBARMENT CERTIFICATION

Federal Law (A-102 Common Rule and OMB Circular A-110) prohibits non-federal entities from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000 and all nonprocurement transactions (e.g., subawards to subrecipients).

Contractors receiving individual awards of \$25,000 or more and all subrecipients must certify that their organization and its principals are not suspended or debarred by a federal agency.

Before an award of \$25,000 or more can be made to your firm, you must certify that your organization and its principals are not suspended or debarred by a federal agency.

I, the undersigned agent for the firm named below, certify that neither this firm nor its principals are suspended or debarred by a federal agency.

VENDOR'S NAME: Travis County

Signature of Company Official: _____

Date Signed: _____

Printed name of company official signing above: Samuel T. Biscoe

Austin Independent School District

Bid Number: _____

Name of Bid: _____

Central Texas Purchasing Alliance

Adoption Clause

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE CENTRAL TEXAS PURCHASING ALLIANCE (CTPA).

- A. If authorized by the Vendor(s), resultant contract(s) may be adopted by the member districts of the CTPA as indicated below. Authorized members may purchase goods and/or services in accordance with contract pricing and purchasing terms established by the Contract Lead District.
- B. A list of members that may utilize the Vendor's contract is listed on the CTPA website, <http://209.184.141.5/ctpa/members.htm>.
- C. Any district member wishing to utilize such contract(s), will contact the Vendor to verify that the contract is available to them and will place its own order(s) directly with the successful Vendor. The Successful Vendor may contact the member districts to inform them about the contract award. There shall be no obligation on the part of any participating district to utilize the contract(s).
- D. A negative reply by the Vendor will not adversely affect consideration of the Vendor's Solicitation response.
- E. Each participating district has the option of executing a separate contract with the successful Vendor, which may contain general terms and conditions unique to that contracting district. If, when preparing such contract, the general terms and conditions of a district are unacceptable to the successful Vendor, the successful Vendor may withdraw its extension of their offer to that district.
- F. The Contract Lead District shall not be held liable for any costs or damages incurred by another district as a result of any award extended to that district by the Successful Vendor.

BY SIGNATURE BELOW, THE VENDOR HEREBY AUTHORIZES THE MEMBER DISTRICTS AS INDICATED BELOW TO ADOPT ANY CONTRACT RESULTING FROM THE VENDOR'S RESPONSE TO THIS SOLICITATION.

_____ YES

NO

_____ YES, with the exception of the following districts:

Vendor Name: Travis County

Printed Name of Authorized Company Official: Samuel T. Biscoe

Signature of Company Official: _____

Date: _____

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) County of Travis	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input checked="" type="checkbox"/> Other (see instructions) ▶ Government	
Address (number, street, and apt. or suite no.) 314 West 11th Street	Requester's name and address (optional)
City, state, and ZIP code Austin, TX 78767	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number
74 : 6000192

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,