



Dear \_\_\_\_\_:

The City of Cleveland, through the Office of Prevention, Intervention and Opportunity, is soliciting proposals to provide Out of School Time (OST) opportunities for youth and programs for adults during one or more of the following 10-week periods:

- Spring Session: March, 2024 – May, 2024
- Summer Session: June, 2024 – August, 2024
- Fall Session: September, 2024 – November, 2024
- Winter Session: December, 2024 – March, 2025  
(No programming during Winter Break)

Services should target City of Cleveland youth in grades Kindergarten through grade 12 or adults ages 18 and older. The City is seeking proposals from entities qualified to implement culturally relevant, evidence-based or research-based programs that address one or more of the following areas.

- 1) Youth and Adult Education
- 2) Job and Career Readiness
- 3) Health and Wellness
- 4) Youth Leadership Development, Mentorship and Community Service
- 5) The Arts
- 6) Sports and Recreation

Only established providers will be considered. Programs must be evidence or research-based. Supporting documentation must be provided. Qualified providers must demonstrate their capacity to

provide services to youth in grades K – 12 or adults ages 18 and older in one or more of the City of Cleveland’s twenty-two (22) Neighborhood Resource and Recreation Centers (NRRC).

The deadline for receipt of all proposals is **12:00 noon, EST on Friday, December 1, 2023**. No proposals will be accepted after this date. Completed proposals **must be emailed** to the following:

[CLE-RFP@clevelandohio.gov](mailto:CLE-RFP@clevelandohio.gov)

Attention: Sherry Ulery

Office of Prevention, Intervention and Opportunity for Youth and Young Adults

Proposals must be identified as:

RFP# 0114-2024-02

Neighborhood Resource & Recreation Center Programs and Activities

[Insert your organization’s/firm’s name]

**Pre-proposal Conference**

A pre-proposal conference will be held as follows:

**Date:** Tuesday, November 7, 2023

**Time:** 1:30 p.m. – 2:30 p.m.

Web Meeting – Prospective proposers are encouraged to participate in this virtual meeting although attendance is not mandatory. To receive an e-vite to the pre-proposal conference, please email your request to [CLE-RFP@clevelandohio.gov](mailto:CLE-RFP@clevelandohio.gov).

Should you have any questions regarding this solicitation, please contact Sherry Ulery at (216) 664-2241 or by email at [CLE-RFP@clevelandohio.gov](mailto:CLE-RFP@clevelandohio.gov) .

**Office of Prevention, Intervention and Opportunity  
RFP- Recreation Center Programs and Activities**

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**Office of Prevention, Intervention and Opportunity  
RFP- Recreation Center Programs and Activities**

**Introduction and Background Information**

Research shows that unaddressed trauma and toxic stress from interpersonal violence and decades of structural violence serves as the root, biological cause of the myriad of intergenerational and adverse health, educational, economic and behavioral problems, including violence, that overwhelmingly impacts urban poor- especially communities of color and youth ages 15 to 24.

In response to the research findings, as well as concerns regarding the upward trending trajectory relative to youth violence, the Office of Prevention, Intervention, and Opportunity was established to institute a broad-based effort to begin to address the root causes of youth violence and help our community members develop resilience. Developing resilience enables individuals and the community to recover and thrive despite the prevalence of adverse conditions. It allows communities to develop the capability to protect itself against toxic stress and other adverse experiences. This protection reinforces community healing while preventing violence and other negative health consequences.

The City of Cleveland believes that by creating a network of support for our youth and their families and providing them access to resources and critical services, we can help our residents build resilience, promote healing and wellness and provide them the tools they need to thrive and live quality lives. The City's recreation centers serve as a hub of activity and support for many of our youth and their families. The City recognizes the value and the opportunity our recreation centers afford to provide the services our youth and other members of our communities need in order to combat many of the challenges associated with trauma and toxic stress. The City is engaged in an effort to transform our recreation centers into trauma-informed care Neighborhood Resource and Recreation Centers (NRRCs) - places where our youth and families can readily acquire the support and services they need in an environment in which trauma-informed care principles are fully embedded in the fabric of the organization's culture. *A program, organization or system that is trauma-informed realizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in clients,*

*families, staff and others involved with the system; and responds by fully integrating knowledge about trauma into policies, procedures and practices, and seeks to actively resist re-traumatization.*

The City of Cleveland is in the process of instituting the following actions in an effort to transform our recreation centers into Trauma-Informed Care Neighborhood Resource and Recreation Centers:

- **Trauma-Informed Care Training:** All Neighborhood Resource & Recreation Center (NRRC) staff members are participating in on-going professional development designed to assist them in developing an in-depth understanding of what toxic stress/trauma is, its impact on a child's overall development, the signs/symptoms and strategies to effectively interact with youth and adults exhibiting these signs or symptoms without re-traumatizing them.
- **Social Work Trained Trauma-Informed Care Specialists:** Many Neighborhood Resource & Recreation Centers are staffed with a social work-trained, trauma-informed care specialist who works closely with NRRC staff to identify youth exhibiting symptoms of trauma or toxic stress and connects those youth and their families to the appropriate community-based resources and support services.
- **NRRC Operating Standards:** The City is working to create operating standards that define expectations and guidelines for establishing high quality trauma-informed care NRRCs. This will ensure consistency in terms of organizational practices and environment quality across all of the City's NRRCs.
- **Policies, Practices and Procedures Based on Trauma-Informed Care Principles:** The City is reviewing and revising NRRC policies, practices and procedures to align them with trauma-informed care principles. This is an essential step in our efforts to create an organizational culture in each NRRC that fully embraces a trauma-informed care approach to daily operations and human engagement.
- **Expanded NRRC Programs:** All Neighborhood Resource and Recreation Centers offer programs beyond traditional sports and recreational activities. These expanded programs are aimed at providing youth and the community access to center-based resources, programs and activities that address the root causes of violence; promote healing, wellness, resiliency and self-efficacy; and support our residents in developing the skills and knowledge required to thrive and live quality lives. Programming centers around six (6) areas: Youth and Adult Education; Job and Career Readiness; Health and Wellness; Youth Leadership Development, Mentorship and Community Service; Arts; and Sports and Recreation.

The purpose of this RFP is to solicit proposals from additional qualified providers that can provide Out of School Time (OST) opportunities for youth and programs for adults that align with the City's efforts and appropriately respond to the needs of our youth and communities.

Programs and activities must support one or more of the following areas:

- 1) Youth and Adult Education
- 2) Job and Career Readiness
- 3) Health and Wellness
- 4) Youth Leadership Development, Mentorship and Community Service
- 5) The Arts (Performing and Visual)
- 6) Sports and Recreation

These programs and activities collectively support a holistic approach to improving the overall well-being of youth, their families and our communities.

### **Scope of Work**

The City of Cleveland seeks to procure the services of qualified service providers who are able to offer evidence or research-based programs and activities in our Neighborhood Resource & Recreation Centers that will serve as tools to prevent violence; support youth and their families in developing the skills and knowledge required to overcome the challenges associated with trauma and toxic stress; and create opportunities for youth and their families to live quality lives. Programs and activities must support one or more of the following areas:

**1) Youth and Adult Education (Targeted Groups: Youth Grades K-12 and Adults Ages 18 and up):**

A quality education is the key to success and growth. It has the power to break the cycle of poverty and change lives. Providing youth and adults access to meaningful educational opportunities promotes academic, personal and professional growth and enables them to develop the knowledge and skills necessary to compete in a global workforce.

The City of Cleveland is seeking proposals from providers that can offer programming in one or more of the following categories:

- a) **K-12 Education Intervention and Enrichment Programs:** Provide youth in grades K-12 access to academic enrichment and intervention programs aligned to core academics in an effort to assist students in meeting/exceeding academic learning expectations. Examples of programs include: tutoring, homework help, reading/book clubs, STEM activities, robotics, coding, gaming, chess, etc.

- b) **Post-Secondary Education Preparation Programs:** Provide youth in grades 9-12 access to program offerings that will prepare them for post-secondary educational opportunities. Examples of programs include: ACT and SAT preparation, assistance completing the college application process and FAFSA forms, assistance enrolling in Career and Technical Education training programs, college tours, financial aid guidance and support, financial literacy training, etc.
  
- c) **Young Adults/Adult Education Programs:** Afford adults ages 18 and up access to program offerings that will assist them in developing critical competencies required to increase employment opportunities. Examples of programs include: GED preparation, struggling readers instruction, learning English as a Second Language, computer literacy training, life-skills training, financial literacy training, etc.

**2) Job and Career Readiness (Targeted Group: Adults Ages 18 and up)**

Job readiness training is essential in supporting unemployed and underemployed adults in developing the skills necessary to secure and retain employment in industries that enable them to earn a living wage, achieve economic stability and access opportunities for advancement- thereby creating stronger families and neighborhoods. The City of Cleveland is seeking proposals from providers that can offer a comprehensive job readiness training program that includes a package of services such as—a needs assessment, development of an employability plan, job readiness training, job search and placement assistance, and job retention services.

**3) Health and Wellness (Targeted Groups: Youth Grades K-12 and Adults Ages 18 and up):**

Health and wellness have a significant impact on an individual's overall quality of life and longevity. Access to quality health and wellness programs provide youth and adults with the tools and resources needed in order to improve their physical, mental, emotional and social health and overall well-being.

The City of Cleveland is seeking proposals from providers that can offer programs aimed at improving health and wellness. Examples of programs include: yoga, martial arts, exercise classes, health examinations, health and wellness classes-healthy eating, smoking cessation, managing diabetes and high blood pressure, opiate addiction, healthy pregnancy, dealing with grief, etc.

**4) Youth Leadership Development, Mentorship and Community Service (Targeted Groups: Youth Grades 6-12):**

Youth development, mentorship, leadership and community service are intertwined and critical in helping youth to develop the confidence, knowledge and skills, self-esteem and awareness necessary to actively participate in a democratic society and affect positive social change. These skills are essential in ensuring the cultural, social and economic progress of our youth and our communities.

The City of Cleveland is seeking proposals from providers that offer a comprehensive program that includes all 4 components:

- a) **Youth Leadership Development** supports young people in building on their strengths and developing the social, emotional and cognitive competencies, values and connections they need for school, work, community and life. It involves a process that prepares a young person to meet the challenges of adolescence and adulthood and achieve his or her full potential. Youth Leadership supports young people in developing: “(a) the ability to analyze his or her own strengths and weaknesses, set personal and vocational goals, and have the self-esteem, confidence, motivation and abilities to carry them out; and (b) the ability to guide or direct others on a course of action, influence the opinions and behaviors of others, and serve as a role model” (Wehmeyer, Agran, & Hughes, 1998).
- b) **Youth Mentorship** is an essential component in helping youth further develop their strengths. Strong mentoring programs connect youth with trained, caring and supportive adults who can assist youth in dealing with the challenges of adolescence and provide guidance as they transition to adulthood.
- c) **Youth Community Service** helps youth to develop key life and leadership skills, empowers them to promote social change and engages them in the development and implementation of activities that positively impact their communities and improve the quality of life for others.

**5) The Arts - Performing and Visual (Targeted Groups: Youth Grades K-12):**

Arts education can have a positive impact on the social/emotional, behavioral and cognitive development of youth. Research shows that the arts are effective in reducing adverse physiological and psychological outcomes. Participating in the arts can assist youth in developing a sense of self-efficacy and improve self-esteem and awareness.

The City of Cleveland is seeking proposals from providers that can offer programming in one or both of the following categories:



- a) **Performing Arts:** Examples of programs include: vocal and instrumental music, dance (ballet, hip-hop, tap, etc.), HBCU dance, drama, spoken word, etc.
- b) **Visual Arts:** Examples of programs include: digital art, painting, drawing, photography, ceramics, etc.

**6) Sports and Recreation (Targeted Groups- Youth Grades K-12):**

Sports and recreation programs/activities promote physical and social emotional wellness in youth; build character; teach discipline and perseverance; and assist youth in developing critical teamwork and leadership skills, all of which are essential in helping our youth to become well-rounded and successful adults.

Currently, our Neighborhood Resource & Recreation Centers offer programs such as basketball, football, baseball, cheerleading, boxing, etc. The City of Cleveland is seeking to expand program offerings and is interested in proposals from providers that can offer programs and activities that are not currently provided in our Neighborhood Resource & Recreation Centers. Examples of programs/activities include: skiing, gymnastics, snowboarding, archery, rugby, lacrosse, etc.

Ideally, our Neighborhood Resource and Recreation Centers will offer inclusive programs to meet the recreational needs of individuals with developmental and/or physical disabilities of all ages.

When participants with disabilities are identified, the provider will be expected to offer lower staff-to-participant ratios with experienced staff. Inclusive recreation programs will provide the opportunity for individuals to improve their leisure and social skills while gaining new experiences in a safe environment. The goal of inclusive recreation is that all people—regardless of race, ethnicity, age, income level, physical ability, sexual orientation, gender or religion—are able to take advantage of quality programs, facilities, places and spaces that make their lives and communities great.

Only established evidence-based or research-based programs will be considered. Qualified providers must clearly identify in their proposal the

- **program design,**
- **expected outcomes and alignment with City objectives,**
- **method of delivery,**
- **age range targeted, and**
- **the process for monitoring and evaluating the program.**

In addition, program providers will be expected to:

- to provide seasonal reports that clearly identify the expected outcomes and how those outcomes are measured and
- assist with recruiting efforts, supply flyers and participate in registration activities.

The proposal must also demonstrate the provider’s capacity to provide services in one or more of the City of Cleveland’s twenty-two (22) Neighborhood Resource & Recreational Centers. Programs should be designed to support youth in grades K-12 and/or adults ages 18 and up. Providers are not required to address all age ranges. Programs that include participation by youth or adults with disabilities are encouraged.

Programs will be offered during one or more 10-week seasonal session. Providers must note during which seasonal session(s) they are prepared to provide services.

- Spring Session: March, 2024 – May, 2024
- Summer Session: June, 2024 – August, 2024
- Fall Session: September, 2024 – November, 2024
- Winter Session: December, 2024 – March, 2025  
(No programming during Winter Break)

\*Important Note for Selected Providers: Awards will be based on the following factors:

- Funding availability
- Capacity of providers
- Physical capacity of Neighborhood Resource & Recreation Centers
- Community needs

**Expected Outcomes:**

- Youth and communities are afforded access to year-round programs, resources and services that improve health, wellness and resilience.
- Youth and communities are afforded access to year-round programs, resources and services that improve educational, economic and social outcomes; eliminate or reduce the impact of trauma/toxic stress and reduce violence - contributing to the development of stable families and improved neighborhoods and communities.
- Youth and families have access to programs that assist them in becoming positive contributors in their communities-- invoking positive and enduring change.



**City of Cleveland**  
**Office of Prevention, Intervention and Opportunity**  
**RFP- Neighborhood Resource and Recreation Center Programs and Activities**

**I. Project Schedule & Deliverables**

- a. Detailed project deliverables that the proposer is expected to provide
  - i. Vendors are required to be in regular communication, as prescribed by the City.
  - ii. Vendors are required to submit reports at the mid-point and the end of each seasonal session where services have been delivered.
  - iii. Vendors are required to disclose to the City existing mechanisms for collecting intake, enrollment, attendance, and assessment data.
  - iv. Vendors are required to submit weekly attendance reports.
  - v. Vendors are required to provide the City access to all elements of program data.
  - vi. Vendors are required to cooperate with the City in order to gather outcome measurement data.
  - vii. Vendors are required to participate in ongoing process evaluation activities conducted by the City and/or an external evaluators including, but not limited to written reporting, focus groups, interviews, and various cohort meetings.
  - viii. Vendors are required to have the appropriate staff members complete all training necessary to ensure the adequacy and fidelity of data collection, as prescribed by City and/or external evaluators.
  
- b. Timeframe/Deadline for deliverables **to be determined during contract development process.**

## **II. Proposal Submission, Conditions, Schedule, Processing**

### **a. Submission Instructions**

- i. Deadline Date: **Friday, December 1, 2023 no later than 12:00 noon** to the below email.
- ii. Proposals must be emailed to:  
Sherry Ulery  
CLE-RFP@clevelandohio.gov

### **b. City's Rights and Condition**

- i. City has a right to request additional information from a proposer;
- ii. City has a right to waive informalities in a proposal; and
- iii. Proposer has a right to request the City to protect only specific, limited information that is clearly marked as proprietary or trade secret. The City will not be obligated to protect obviously public, non-secret, and non-proprietary information even if labeled trade secret or proprietary. A proposer may not make a "blanket" trade secret or proprietary label of its entire proposal.

### **c. RFP/Proposal Schedule**

- i. **RFP Issue/Release Date:** Week of October 30, 2023
- ii. **Pre-Proposal Conference (Not Mandatory):** Tuesday, November 7, 2023  
1:30 pm – 2:30 pm.  
Web Meeting –  
**Deadline for Submission of Written Questions:** Wednesday, November 8, 2023
- iii. **Deadline for Submission of Proposals:** Friday, December 1, 2023 by 12:00 pm
- iv. **Projected Selection Date:** TBD
- v. **Meeting with Selected Providers:** TBD.

### **d. Interpretation**

The City's interpretation of an RFP and its provisions shall be final.

### **e. Forms; Miscellaneous**

- a. Appendix A: Required Forms
  - i. W-9
  - ii. 2023 Non-Competitive Bid Contract
  - iii. Northern Ireland Fair Employment Practices Disclosure
- b. Miscellaneous Requirements must be up to industry standards as required to demonstrate vendor can fulfill the duties outlined.

### **III. Proposer Qualifications**

#### **a. Minimum Proposer qualifications to be eligible for contract award**

- i. Licensed to do business in the state of Ohio, if applicable.
- ii. Professional licensing or certifications, if applicable.
- iii. Proposer firm's required type, length, and level of experience in type(s) of services or project (determined by user department).
- iv. Key project staff members' experience, to include type, length, and level of experience.
- v. Client references for both the firm and each project team member.
- vi. Written commitments, to become part of the agreement, that: a) all members of the proposed Project Team shall be the persons performing services during the contract term; and b) the successful Proposer, as contractor, shall not remove, add, or substitute members of the proposed Project Team without the prior written consent of the City department director.

#### **b. Insurance Requirements**

- i. The Successful Proposer, at its expense, shall at all times during the term of the contract resulting from this RFP, maintain the following insurance coverage. The insurance company(ies) providing the required insurance shall be authorized by the Ohio Department of Insurance to do business in Ohio and rated "A" or above by A. M. Best Company or equivalent. The Successful Proposer, as contractor, shall provide a copy of the policy or policies and any necessary endorsements, or a substitute for them satisfactory to and approved by the Director of Law, evidencing the required insurances upon execution of the contract.
- ii. Professional liability insurance with limits of not less and \$1,000,000.00 for each occurrence and subject to a deductible for each occurrence of not more than \$50,000.00 per occurrence and in the aggregate, and if not written on an occurrence basis, shall be maintained for not less than two (2) years after satisfactory completion and written acceptance of the services under the contract.
- iii. Workers' compensation and employer's liability insurance as provided under the laws of the State of Ohio.
- iv. Statutory unemployment insurance protection for all of its employees.
- v. Such other insurance coverage(s) as the City may reasonably require.

#### **IV. Proposal Contents: What a Proposer Must Submit**

- a. Cover Letter, dated
- b. Executive Summary: A maximum two-page summary of key proposal features.
- c. Proposer's exception(s), if any, to RFP requirements or provisions.
- d. Proposed Project Team members.
- e. Qualifications: Description of experience and capabilities in the applicable field(s), responsive to minimum qualifications described in **Section III a.**
  - i. Client References.
  - ii. Resumes for project team members (note the City's right to approve any changes to proposed project team).
  - iii. Individual references for each team member.
- f. Proposed Services/Solution
  - i. **Documentation demonstrating the program is evidence or research-based.**
    - a) **Research-based:** The program is based on practices demonstrated effective through research.
    - b) **Evidence-based:** The entire program has been demonstrated or tested by independent research to be effective.
  - ii. **Project/Program Approach:**
    - Provide detailed narrative describing the components of the program.
    - Identify expected outcomes and how they will be measured.
    - Describe how outcomes align with the City's goals and objectives.
    - Identify process for monitoring implementation and evaluating progress toward outcomes.
    - Describe the targeted audience the program is designed to serve and show demonstrated evidence that the provider has the capacity to effectively serve this population.
    - Identify the maximum number of individuals that can be served.
    - Identify number of recreation centers the provider has the capacity to serve.
    - Identify logistics, i.e., which seasonal session(s) the provider can offer the program - summer, fall, winter and/or spring; the number of days per week and hours per meeting.

- iii. **Project Organization** If services are for a project, one or more charts setting forth project tasks or services, identifying team member(s) responsible for each task, by name or position/job title, and timelines for completion of each task and delivery of deliverable(s) for each task, and the overall project.
  
- g. Explanation of how the proposer’s project/solution incorporates environmental sustainability (if applicable)
  
- h. **Fees and Expenses**. Fee proposals will not be scored.
  - i. Fees, itemized by project phase or task or deliverable – consistent with project organization – assigning dollar amount or percentage of total fee to each major work product (contract’s payment schedule should match this itemization, unless revised).
  - ii. Estimate of reimbursable travel and other expenses consistent with City’s statement of expenses qualified for reimbursement.
  
- i. Supplemental Information
  - i. Financial information about proposer (to be determined by user department).
  - ii. Any additional information proposer would like to submit in support of its proposal.

**V. Selection Criteria**

- a. Evaluation Methodology – All proposals will be reviewed and ranked by the Office of Prevention, Intervention and Opportunity Programs and Activities Review Committee. Proposals will be reviewed based upon the following criteria:
  - i. Experience and Expertise
  - ii. Project/Program Approach
  - iii. Research-Based or Evidence-Based
  - iv. Proposed Services
  - v. Proposed Outcomes
  - vi. Schedule/Timeline