REQUEST FOR APPLICATIONS: PHILLY READING COACHES

Issued by:

The Mayor’s Fund for Philadelphia
On behalf of The City of Philadelphia, Managing Director’s Office

Proposals must be received no later than 5:00 pm Philadelphia, PA, local time, on August 08, 2018. A pdf version of the proposal must be emailed to: mayorsfund@phila.gov and Johniece Ray, johniece.ray@phila.gov.
1. **Introduction- Statement of Purpose**
   The Mayor’s Fund for Philadelphia (the Fund) and the Office of the Managing Director (MDO) seek interested applicants to serve as Site Coordinators (SC) for the Philly Reading Coaches (PRC) program. This effort is part of a Citywide Out of School Time (OST) initiative, funded by the William Penn Foundation, which combines early reading support, access to books, and community volunteers to boost reading skills for our city’s children in grades K-3. A core goal of Philly Reading Coaches is to ensure that Philadelphia’s youth can read at grade level by the time they enter the 4th grade.

   All PRC Site Coordinators will serve as independent contractors of the Mayor’s Fund for Philadelphia.

2. **Department Overview**
   The Mayor’s Fund for Philadelphia (the Fund) works in close partnership with the City of Philadelphia and private sector partners to develop and run initiatives that reflect Mayoral priorities and seek to improve the quality of life for all Philadelphians. The Fund will serve as the fiscal administrator for this contract opportunity. The Managing Director’s Office (MDO) will serve as the project manager for this effort on behalf of the Fund.

   **MDO/OST Overview**
   The Citywide Out-of-School Time Initiative is a new collaboration that aligns the various OST efforts of the Managing Director’s Office; the Department of Human Services; Parks & Recreation; the Free Library; the School District of Philadelphia; and other existing and potential stakeholders. Philly Reading Coaches is the first area of focus for the OST initiative.

3. **Project Background**
   Philly Reading Coaches (PRC) is a new program, based on proven models, that combines early reading support, access to books, and community volunteers to boost reading skills for our city’s children. The program works by pairing trained volunteers with young students—kindergarten through 3rd grade—and by providing fun and child-guided reading experiences that help build reading skills and motivation. Each child in the program also receives 25 free books to take home.

4. **Scope of Work**
   The Site Coordinator (SC) serves as the key on-site liaison for the PRC program. In this role, SC’s will lead a team of committed volunteers focused on improving the literacy levels and love of reading for student in grades K-3. The SC’s will be responsible for managing the volunteers as well as the student-volunteer sessions at their assigned site and ensuring that the program is implemented with fidelity. SC’s will report to Regional Coordinators (RC).

   a. **Essential Functions**
The duties of the Site Coordinator include:

**Volunteer and Space Coordination**
- Create a welcoming, organized, and comfortable reading space
- Provide oversight during all reading sessions to help children and volunteer readers select books, answer questions, observe and offer reading tips, and ensure safety and security procedures are followed
- Schedule reading pairs between volunteers and students
- Ensure volunteers understand their role and that both volunteers and students have a meaningful experience
- Manage the site supply of books, maintaining the permanent and giveaway book inventory

**Data Collection**
- Collect program data (students, volunteers, books) and submit weekly reports using Cityspan, PRC’s database system
- Assist in conducting student evaluations
- Email student stories and quotes about the program to RC’s on a weekly basis

**General**
- Attend scheduled PRC team meetings throughout the year
- Regularly communicate with RC’s
- Support execution of special events at sites

**b. Qualities and Skills**
- Advocate of children’s literacy and dedication to serving the community
- Ability to collect required data and submit electronic reports weekly
- Strong organizational skills and attention to detail
- After receiving training and with the support of the RC’s, ability to coach volunteer readers as necessary
- Ability to work independently, while maintaining communication with RC’s
- Understand of the importance of adhering to the literacy model, guidelines and expectations
- Reliability and a strong commitment to attendance at the program and other meeting and trainings throughout the year

**c. Requirements, Training and Support**
- All Site Coordinators will be required to attend 10-12 hours of training in the summer, prior to the program launch
- Coordinators are expected to attend monthly Site Coordinator team meetings throughout the year
- RC’s will work with SC’s to answer questions, both on-site or remotely as they arise
d. **Hours and Location of Work**
   - SC’s will commit to an average of 5 to 7 hours per week
   - SC's will be expected to attend 10-12 hours of training in August 2018.
   - Preparation for PRC programs will begin in the summer 2018; the program will begin in mid-September and last through the end of May 2019
   - All PRC programs operate during the school year in the hours after school (typically between 3:30PM-5:30PM) and mirror the School District of Philadelphia’s school calendar (including days off and holidays)

5. **Stipend**
Site Coordinators will be compensated at rate of $7.50 per hour, with roughly 5-6 hours per week anticipated.

6. **Timetable**

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications received</td>
<td>July 27, 2018 - August 08, 2018</td>
</tr>
<tr>
<td>Interview held</td>
<td>August 06 - August 10, 2018</td>
</tr>
<tr>
<td>Final Selection</td>
<td>August 10, 2018</td>
</tr>
<tr>
<td>Mandatory Training for Site Coordinators</td>
<td>August 13-16, 2018</td>
</tr>
</tbody>
</table>

**There will be two additional training opportunities during the months of August and September**

7. **Monitoring/Security**
By submission of a proposal in response to this opportunity, the Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City of Philadelphia and the Mayor’s Fund for Philadelphia, and with all security policies and requirements of the City.

Prior final selection, the top applicant(s) will be subject to a background check that shall include, but may not be limited to: criminal records (County and State Criminal Felony and Misdemeanor, National Criminal Database, Federal Criminal) and the National Sex Offender Registry.

8. **General Disclaimer of the City**
This request for applications does not commit the Fund or the City of Philadelphia to award a contract. This opportunity and the process it describes are proprietary to the Fund and the City and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant, shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City.
9. **Submission Requirements**

   i. Personnel Qualifications: Provide a resume listing qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature.

   ii. References:
       Include contact information for a minimum of (2) references who can speak to the applicant’s experience with similar types of work as that described in this RFP.

   iii. Deadline for Submission:
       Responses to this RFP must be emailed as a single pdf by 5:00pm August 08, 2018 to mayorsfund@phila.gov and johniece.ray@phila.gov.

**Proposal review and Selection Process:**
It is expected that proposals will be reviewed and a limited number of in person interviews will be held during the week of August 6th to 10th.

The successful candidate will be the person(s) who demonstrate the knowledge, experience and ability to perform the work effectively.