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Request for Proposal

The Out of School Time Program is a collaboration between the Juvenile Welfare Board (JWB) and Coordinated Child Care of Pinellas, Inc. (CCC). The OST Program Mission is for 9-14 year old youth to be actively engaged in quality out of school time programs that offer a variety of stimulating activities that promote school success and well being in a safe environment.

Coordinated Child Care will accept new proposals on an on-going basis for subject matter experts to provide enrichment based curriculum to Out of School Time Programs (OST) for youth 9-14 years of age. Interested parties are required to complete the attached Enrichment Overlay Proposal application. This RFP process seeks to qualify and then contract with subject matter experts with a desire to share their knowledge, skills and abilities with youth ages 9-14 by provide quality programming in:

- Academics – includes tutoring, reading, math, science and technology programming
- Expressive, visual and performing arts – exposure to music, theater, drama and various visual arts
- Social and Emotional development – life skills, career choices, civic engagement, empowerment and advocacy
- Health and Wellness – recreation, sports, physical activity, nutrition and healthy eating

Proposal Summary

Interested applicants are required to complete the Enrichment Overlay Proposal application by entering descriptions of the enrichment program delivery, curriculum objectives and budget using the “**Important Guidelines**” listed below. CCC will only accept RFP responses using the attached application template. The last page of the application provides candidates a helpful checklist to ensure all documents are attached to the application. Please note particular items in the application that require the submittal of supportive documentation or forms.

A link to the Enrichment Overlay Proposal and other supportive documentation can be found on the CCC website at <http://www.childcarepinellas.org> in the “What’s New” section on the home page.

Upon receipt of the overlay proposals, applicants will be contacted to schedule oral presentations of the submitted overlay proposal. All oral presentations will be held at CCC with presentations no more than half an hour in length.

CCC reserves the right to accept those proposals that are in the best interest of the OST program, to waive any non-substantive deficiency or irregularity in any proposal, or to not accept any and/or all proposals.

Important Guidelines

- Submit five (5) copies of the Enrichment Overlay Proposal and all supporting documents to Jamiller Ellis at: CCC 10601 Belcher Road South, Largo, FL, 33771.
- Proposal narrative must be no more than 15 pages in length. Attachments do not count toward the page count limit.
- Margins must be 1” and all answers must be double spaced immediately following each question.
- Font must be Times New Roman or Arial and font size no smaller than 11pt.

Questions about the OST Program and Enrichment Overlay System should be forwarded to:

Jamiller Ellis
Coordinated Child Care
10601 Belcher Road South
Largo, FL 33777
Phone: 727-547-2905
Email: jjellis@childcarepinellas.org

