



6500 102 Avenue North, Pinellas Park, FL 33782  
(727) 547-5700 • Fax (727) 547-2967 • [ChildCarePinellas.org](http://ChildCarePinellas.org)

The Source for Quality Child Care and Family Support Services

### Request for Proposal

The Youth Services 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 is currently accepting new proposal applications 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 will be required to complete the Enrichment Overlay Proposal application by **November 21, 2011**.

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.

### 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 provided application template. The last page of the application provides candidates a budget example and helpful checklist to ensure all documents are attached to the application.

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 for summer 2010 approval to: CCC 6500 102<sup>nd</sup> Ave. North, Pinellas Park, FL 33782 by **November 21, 2011 at 4:00 PM**. **Additionally, please email a copy of the proposal to [jellis@childcarepinellas.org](mailto:jellis@childcarepinellas.org)**
- Proposal narrative must be no more than 10 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  
6500 102<sup>nd</sup> Ave. North  
Pinellas Park, FL 33782  
Phone: 727-547-2905  
Email: [jellis@childcarepinellas.org](mailto:jellis@childcarepinellas.org)



Sponsored in part by: Early Learning Coalition of Pinellas County, Inc., State of Florida, Agency for Workforce Innovation, Juvenile Welfare Board Children's Services Council, Florida Department of Health, Florida Department of Education, Pinellas County School Board, Florida Department of Children and Families, and United Way of Tampa Bay, Inc.  
Go to [www.childcarepinellas.org](http://www.childcarepinellas.org) for the percentage of federal funds.