



Request for Proposals- Office of Youth Services
Virtual Village 2.0

The DeKalb County Human Services Department, Office of Youth Services requests qualified and experienced firms to submit quotes in response to this Request for Proposals (RFP) for the provision of online class instruction during after school programs for children and youth living in DeKalb County.

While the current COVID-19 (Coronavirus) pandemic has significantly affected children throughout the world, it has not diminished the spirit of children living in DeKalb County. Children and youth who normally attend after school sports and other activities have limited options this fall due to the ongoing COVID-19 (Coronavirus) pandemic. A virtual platform for classes and other entertainment will allow the children to maintain safe social distancing practices while interacting with their peers.

I. INTRODUCTION

The mission of DeKalb County Human Services Department is to ensure a safer DeKalb and stronger neighborhoods by the provision of centralized, fiscally responsible services and public/private partnerships, addressing the service needs of families, individuals, youth and DeKalb County senior residents.

The Department’s youth programing has been reformatted from face to face instruction to an online format due to the current COVID-19 (Coronavirus) pandemic. The objective of this Request for Proposals (RFP) is to obtain qualified Respondents to provide positive virtual experiences for children and youth participating in Department programs.

Virtual classes will occur for ten (10) weeks starting on Monday, September 28th through Friday, December 11th, 2020. Classes will not be held Columbus Day weekend, Veteran’s Day and the week of Thanksgiving. After school program hours are Monday-Friday from 3:00 p.m.- 6:30 p.m. and Saturdays from 10:00 a.m. – 1:00 p.m. Instructors must provide service at least one (1) day a week.

Subject topics for classes may include, but not limited to: educational enrichment (Math, English, Science, and Social Studies), arts and crafts, health and wellness, mental health and self-esteem, financial literacy, cooking, language arts, etiquette, technology and music. Students participating in classes will range in age from six (6) to eighteen (18) years and parents of children (newborn to 5 years). Most students will have basic to intermediate level skills in the utilization of computer technology.

The selected respondent(s) must have a demonstrated history with class instruction and the ability to train others. Respondents will be responsible for learning and conducting classes within the designated online platform selected by the County. Selected respondents must be able to pass a criminal background check.

A. DESCRIPTION OF TASKS

The specific tasks to be provided through this RFP include:

- Create class content for a ten (10) week schedule of after school classes (to be approved by the Human Services Department).
- Create scheduled time frames for hosting the class (at least once weekly- the final schedule to be approved by the Human Services Department).
- Utilize the Department’s designated virtual platform to host and teach class during agreed upon time frame for a ten (10) week period.

B. CONTRACT TERM

The Department issues this RFP for the provision of class instruction for ten (10) weeks. A Purchase Order and an Agreement of Services will be issued to the selected instructors. Payment will be provided with the submission of an invoice on a bi-weekly basis.

C. RFP SUBMISSION DEADLINE

The deadline for this Request for Quotes is **Wednesday, September 9, 2020 at 5:00 p.m.** Quotes received after this date and time may not be considered.

II. PROPOSAL SUBMISSION INSTRUCTIONS

A. REQUIREMENTS

1. Review the instructions carefully before developing your proposal. Your proposal should be no more than six (6) total pages in length. Include the name of primary point of contact, email and phone number on the first page of the proposal.
2. Completely answer all questions listed on page three (3) of this RFP. Include total proposed price on the last page of the proposal. Proposed price should include hourly rate and total price for the ten (10) weeks of instruction.
3. Completed proposals must be submitted electronically (via email) to:

Jashawn Williams, Division Manager
Office of Youth Services
DeKalb County Human Services Department
Phone: (770) 743-5378
Email- jrwilliams@dekalbcountyga.gov

Proposal Questions for Online Class Instructors

Responder: Please ensure all requested information from the following questions are included within your proposal. Incomplete or missing information may result in disqualification

- 1) Company/Business Name and Name of the Primary Contact for this project.
- 2) What is the topic and primary focus of the class that you propose to teach? Will you need to have a limited number of participants per class? If so, what is the limit?
- 3) Proposed class is best appropriate for what age and/or grade level?
- 4) Provide a general description of the curriculum outline for the proposed class. What will be taught in week one? Week two? Week Three?
- 5) What material will you provide to accompany the class? What materials will the students need to have in order to participate?
- 6) Who will be the instructor for the class? What are the instructor's credentials to teach?
- 7) Include requested hourly rate for service and total price for completing ten (10) weeks of online instruction.

References:

Please provide the name, phone number and email of three (3) professional references below.

Name: _____
Title: _____
Phone: _____
Email: _____

Name: _____
Title: _____
Phone: _____
Email: _____

Name: _____
Title: _____
Phone: _____
Email: _____

B. QUESTIONS

Questions about this Request for Proposals may be submitted to:

Vanessa Amos, Administrative Assistant
Office of Youth Services
DeKalb County Human Services Department
Phone: (404)-210-1697
Email: vaamos@dekalbcountyga.gov