

Elev8 Contractual Partnership Request for Information

Elev8 Baltimore Mission: Elev8 Baltimore partners with schools, families, and the community to ensure that every student is prepared for high school, college, career, and life.

Elev8 Commitment to Liberation and Equity: Elev8 Baltimore works to create liberating opportunities for youth and communities that have been oppressed by white supremacist structures and systems. We build committed partnerships with other organizations to provide training and tools for youth to advocate for themselves and bring equity to their communities.

About Elev8 Baltimore: Launched in 2009, Elev8 has been partnering with schools as a community school lead agency partner since 2009. In the past year, Elev8 Baltimore has increase from serving as the lead agency partner for 10 schools to 15 schools, launched South Baltimore Adult High School, a community school serving adults 21 and older, and launched high-dosage tutoring in nine schools. In addition to our partnership to support community schools, Elev8 also offers a comprehensive afterschool program in eight schools and programs for students in grades second through twelfth. Our schools serve a predominately Black population and are nearly all identified as Title I.

About the Request for Information: We are seeking programmatic consultants and partners to support expansion in the following areas:

- Mentoring Consultant Service
- Power Parent Academy Expansion
- Learning Partners supporting our Freedom School and Out of School Time Programming
- Community Engagement Consultants
- Transportation Services

How to Respond to the Request for Information:

- Please see the specific questions in each section. They can be responded to in a body of an e-mail or in a short attachment.
- E-mail your materials to info@elev8baltimore.org and dheller@elev8baltimore.org by no later than 12/5. Extensions to 12/22 can be requested via e-mail but may delay consideration.
 - Place the scope that you're providing to in the Subject Line of the Email.
- We have designed all questions to allow you to use existing materials. Keep it short and simple.
- Due to our ambitious timelines, early submissions for the Mentoring Consultant Service and the Power Parent Academy expansion will receive first consideration.
- Please review the invoicing and billing guidelines at the end of this document. Successful applicants may be asked to agree to an MOU with us. All partners must currently be vaccinated from COVID-19 to provide services. Elev8 Baltimore has strict billing and invoice formatting guidelines that partners must adhere to.

Mentoring Consultant Service:



Elev8 Baltimore seeks to launch a pilot of our mentoring program based on [Success Mentors](#) and [Amachi Mentoring Program](#) (no more than 5 volunteers per school and 10 students per school) by February 2023. The basics of the program would need to apply for students in grades 2 ranging to over-aged, under-credited, and sometimes incarcerated youth.

The consultant would have the following scope:

- Develop program calendar and project plan
- Develop necessary materials --Curating and Modifying Publicly Available Materials Is Acceptable. This includes but is not exclusive of:
 - Staff and Volunteer Job Descriptions
 - Training Materials (For Elev8 Staff and Volunteers)
 - School Commitments
 - Mentor and Student Recruitment Materials
 - Requisite Data Tracking Forms
 - Curriculum Materials and verification that Elev8 will have access to them at no additional cost in future years.
 - Schedules
- Develop and deliver initial training for the programming and execute a second training for staff members in summer of fall 2023
- Regular meeting with Elev8 staff regarding the project and the ability to make revisions based on Elev8 feedback.

The maximum budget for the project is \$10,000 and the goal will be for Elev8 to independently run the program after training in Fall 2023.

In your response, please share:

- Please indicate if your organization is one or more of the following:
 - Minority-Owned Business (Certified)
 - Minority-Owned Business (Non-Certified)
 - Women-Owned Business (Certified)
 - Women-Owned Business (Non-Certified)
- Experience supporting non-profits or similar organizations in the implementation of Success Mentors:
 - Prioritize service to Baltimore and schools/communities that serve predominately Black, Title I students.
 - Resumes, links to staff bios, or links to organizational descriptions.
 - Any data indicating a record of success, including, if available, placement in Baltimore City Schools' Evidence for ESSER Catalog, placement on the What Works Clearing House, or Johns Hopkins Evidence for ESSA website.
- Outline how any services would be beyond the technical assistance that Mentor MD|DC or the National Partnership for Student Success provide for free.
- Propose a consultant budget above, including a breakdown of costs and a high-level project timeline.
- Propose a recommended project budget for Elev8 through 2024 to implement the programming recommended.

Power Parent Academy Expansion:

Elev8 Baltimore seeks to augment its Power Parent Academy by implementing a multi-week curriculum that empowers and transforms families by providing the knowledge and the skills to partner with schools and communities to ensure their students achieve their full potential.

Our goal would be to launch a pilot in three schools in February 2023 and expand the program to nearly all of our partner schools in Fall 2023.

The consultant would have the following scope:

- Develop a project plan and the resources for Elev8 to develop a program calendar
- Provide an evidence-based curriculum (supporting parents from 2nd-8th grade), the materials needed to implement it, and this includes but is not exclusive of:
 - Staff Job Descriptions
 - Training Materials (For Elev8 Program)
 - School Commitments
 - Staff and Parent Recruitment Materials and Methodology
 - Requisite Data Tracking Forms
 - Curriculum Materials and verification that Elev8 will have access to them at no additional cost in future years.
 - The ability for Elev8 to modify or amend program materials to align them with the needs of our communities and organization.
 - Program schedules
- Develop and deliver initial training for the programming and execute a second training for staff members in summer of fall 2023. The goal would be for Elev8 to run the program independently after the final training.

Potential topics for the weekly curriculum include:

- Structural racism and how historic redlining as influenced the education, housing, transportation, and workforce systems locally and nationally
- Strategies to build student's positive self-esteem
- Tools to navigate the school system
- Prepare a college-going plan
- GPA
- Student workload and expectations
- Common Core State Standards (CCSS)
- Working with the school counselor

In your response, please share:

- Please indicate if your organization is one or more of the following:
 - Minority-Owned Business (Certified)
 - Minority-Owned Business (Non-Certified)
 - Women-Owned Business (Certified)
 - Women-Owned Business (Non-Certified)
- A description of how your service aligns to the scope above

- Experience supporting non-profits or similar organizations in the implementation of your program. Please in your description:
 - Prioritize service to Baltimore and schools/communities that serve predominately Black, Title I students.
 - Resumes, links to staff bios, or links to organizational descriptions
 - Any data indicating a record of success, including, if available, placement in Baltimore City Schools' Evidence for ESSER Catalog, placement on the What Works Clearing House, or Johns Hopkins Evidence for ESSA website.
- Propose a consultant budget, including a breakdown of costs and a high-level project timeline.
- Propose a recommended project budget for Elev8 through June 2024 to implement the consultant's work.

Enrichment Partners:

Elev8 Baltimore runs after-school programming at eight sites and could run summer programming in up to 14 schools and programs this summer.

We seek to partner with enrichment partners that expand student horizons in science, technology, engineering, the arts, mathematics, cultural exploration, foreign language, social justice, athletics, and student expression. We value partners that expose students to in demand, family sustaining wage careers that they can be passionate about.

We will use the responses to this request for information to determine programming partnerships for the remainder of the year, our summer Freedom School program, and our Out of School Time Programming in SY 2023-24.

In your response, please share:

- Share your service (an existing 1-pager would suffice).
- Please indicate if your organization is one or more of the following:
 - Minority-Owned Business (Certified)
 - Minority-Owned Business (Non-Certified)
 - Women-Owned Business (Certified)
 - Women-Owned Business (Non-Certified)
- How are the common core standards reinforced in your service?
- Experience/Record of Success Implementing Your Program
 - Prioritize service to Baltimore and schools/communities that serve predominately Black, Title I students.
 - Resumes, links to staff bios, or links to organizational history
 - Any data indicating a record of success, including, if available, placement in Baltimore City Schools' Evidence for ESSER Catalog, placement on the What Works Clearing House, or Johns Hopkins Evidence for ESSA website (a lack of this recognition should not discourage applicants).
- Confirm your availability to provide your service two hours per day at 2-4 Elev8 sites Monday-Thursday (this would be 1-3pm during the summer and between 3 and 7 pm during the school year).
- Complete the following table for your hourly rate:

Item	Hourly Rate
Staff / Labor	\$xx/ hr
Materials	\$xxx/ hr
Admin	\$xx/ hr
TOTAL	\$xxx/ hr

- Partners that successfully respond to the RFI will receive communication in January regarding next steps, including discussions with staff and scheduling.

Community Engagement Consultants:

Elev8 Baltimore serves as a community school lead agency for 15 schools and programs throughout Baltimore City. At times, staff transition to new roles and we'd like to have a group of experienced former community school coordinators we can call on to continue the work while we hire new staff.

To respond to this request, please include:

- a resume indicating your experience as a community school coordinator or similar work
- confirm that you are willing to accept that pays an equivalent of \$28-\$32/hour worked

We do not have an immediate need for the service, but would use the consultants who respond to this request should a need arise.

Transportation:

Elev8 Baltimore frequently has a need to transport students for field trips and home from programming. Under our procurement policy, we are rebidding this service. Please provide:

- Please indicate if your organization is one or more of the following:
 - Minority-Owned Business (Certified)
 - Minority-Owned Business (Non-Certified)
 - Women-Owned Business (Certified)
 - Women-Owned Business (Non-Certified)
- Price per van ride, small bus ride, large bus, and charter bus. Share bulk-purchase discounts.
- Information about safety record and insurance

Billing and Invoicing Guidelines

ALL INVOICES MUST INCLUDE THE FOLLOWING INFORMATION

- The document should be on company letterhead
- The document must be titled "Invoice" and include the vendor's legal name and contact information, including a full mailing address, phone, and email. If applicable a separate remit address should be included. Legal name should match the name listed on your W-9.
- A unique invoice number that has never been used with Elev8 Baltimore.

- The name of the school / site in which services are being provided. If you are serving multiple sites, a separate invoice for each site is required.
- Dates of service for the invoice (amount billed for services completed during specific period)
- Description of work that includes the services to be provided under this invoice
- Total Amount Due – Breakout must be consistent with the hourly rate listed in the partner’s / vendor’s quote or proposal. Failure to align the invoice with the rates listed in the original quote or proposal may result in non-payment of the invoice.

Invoices are paid Net 30 – Elev8 will pay the partner / vendor, upon submission of proper invoices, the prices stipulated in the contract for services rendered and accepted within 30 days of receiving a proper invoice.