

REQUEST FOR INFORMATION
FOSTER YOUTH EDUCATION PROGRAM - ACADEMIC REMEDIATION

By way of this Request for Information (RFI), the County of Los Angeles Department of Children and Family Services (DCFS) is researching the market for firms, organizations, or government agencies with experience providing academic remediation services to foster youth students who are at academic risk. Refer to Attachment A, Service Description for Request for Information.

DCFS is charged with the responsibility of ensuring child safety in the County of Los Angeles. When placed in foster homes, foster youth can develop separation anxieties and other difficulties that negatively impact their ability to achieve normal academic goals. Multiple foster home changes often create further disruptions in a youth's academic progress and social development. As a result, many foster youth are at academic risk and in need of academic remediation services. DCFS will review responses to determine if the required services are available and appropriate to resolve these academic issues and to ensure that foster youth receive appropriate services. Foster youth issues include, but are not limited to, the following:

- Severe lack of reading, math and study skills;
- Homework/assignments not completed as a result of a lack of skills, lack of understanding of the subject matter;
- Lack of motivation and impetus due to subpar academic performance;
- Lack of appropriate and timely Individual Education Plan (IEP) meetings/implementation, and risk of missing special education opportunities;
- Insufficient credits for graduation and need for credit make up and/or continuation school;
- Poor or erratic academic performance due to attendance issues, suspensions, expulsions, alterations in educational environment;
- Lack of partial credits for coursework successfully completed at various schools that are not accurately credited towards graduation requirements;

For purposes of this RFI, DCFS intends to divide service delivery into four (4) geographic regions, each with a separate provider to serve approximately 100 to 200 foster youth per region. Each region will consist of two Service Planning Areas, as follows:

- **North Region:** SPA 1 (Lancaster, Palmdale) and SPA 2 (Santa Clarita, N. Hollywood, San Fernando Valley);
- **East Region:** SPA 3 (Pasadena, Covina, and Pomona) and SPA 4 (Metro Los Angeles, East Los Angeles);
- **West Region:** SPA 5 (West Los Angeles) and SPA 6 (South Los Angeles, Compton, Hawthorne, Wateridge);
- **South Region:** SPA 7 (Santa Fe Springs, Belvedere) and SPA 8 (Torrance, Long Beach, Lakewood and Carson).

Any firm, organization, or government agency that: 1) is in the business of providing academic remediation to at-risk youth; and 2) can provide sufficient staff possessing the minimum qualifications specified in Attachment A are encouraged to respond.

Please respond with a written briefly indicating your firm's approach to providing the services specified in Attachment A complete with a staffing plan showing levels, quantities, and how staff will interact with all stakeholders. Be clear and concise as to the services your firm offers, whole or part. Indicate if staff will be employees or contracted service providers, if staff will be available on a rotational basis or strictly dedicated to the project or arranged in any combination thereof. Also, indicate if tutors will specialize in a particular academic field such as English, math, or science; or if they will be skilled in multiple academic fields; or a combination thereof.

Please respond on or before 5:00 p.m., Wednesday, November 27, 2013 and submit to:

The County of Los Angeles
Department of Children and Family Services
Education and Clinical Services Division
12440 East Imperial Hwy., Room 529
Norwalk, CA, 90650
Attention: Ron Rios - (562) 345-6632 or riosr@dcs.lacounty.gov

Please provide a letters of interest limited to 6 single-sided pages. Attach your written plan to meet the service needs described herein with price/cost estimates as accurate as possible. Limit letter to 40 single-sided pages. Submission of supporting documentation such as prescribed service and staffing plans, rate sheets, brochures and marketing literature is encouraged and may be attached to your letter of interest/plan. Timely respondents will be placed on a list of interested firms, organizations, and government agencies. Such respondents will be notified of the County's intent to issue a formally advertised solicitation and where to obtain that information.

This RFI is issued solely to gather information for planning purposes and shall not in any way obligate the County of Los Angeles to issue a solicitation, negotiate a contract, hire additional employees or in any way obtain the specified services from any firm. If enough interest is generated, DCFS may consider releasing a formally advertised solicitation. Respondents are admonished that all information received in response to this RFI shall become the exclusive property of the County of Los Angeles, shall become a matter of public record, and shall be disclosed to the extent required by law, including, but not limited to, the California Public Records Act (California Government Code Section 6250, et seq.). Respondents are advised to clearly, unambiguously and specifically identify all aspects of their response to this RFI, which are secret, confidential or proprietary by labeling such confidential material with the appropriate label: "trade secret," "confidential," "proprietary," etc. The County shall not in any way be liable or responsible for the disclosure of any such records or any portion thereof if: 1) any response is not clearly, unambiguously and specifically identified in the aforementioned manner; or 2) if the disclosure is required by law whether or not the documents are clearly marked.

ATTACHMENT A

SERVICE DESCRIPTION FOR REQUEST FOR INFORMATION FOSTER YOUTH EDUCATION PROGRAM - ACADEMIC REMEDIATION

A. BACKGROUND

- Since April 2008, the Gloria Molina Foster Youth Education Pilot Program (Pilot) in the First Supervisorial District has been working toward eliminating the achievement gap for youth served by the Department of Children and Family Services (DCFS) by increasing the high school graduation rate. During 2012, the COUNTY expanded the services beyond the First District as the Foster Youth Education Program (FYEP).
- FYEP is a comprehensive program where DCFS and the Probation Department partner with schools participating in the program to address education and academic issues of foster and probation youth. FYEP involves the placement of a Children's Social Worker (school-based CSW) at each participating school (Probation Officers are already at most participating schools). The cases of FYEP-eligible youth attending the participating school are placed on the caseload of the school-based CSW. Finally, qualified firms provide the services required to help these youth achieve academic success and graduation from high school.

B. GENERAL RESPONSIBILITIES

- Maintain appropriately staffed, equipped, and supplied offices with a telephone in the company's name where business is conducted during normal business hours, Monday through Friday, and weekends as required.
- Provide immediate response to all calls, emails, and/or written correspondence.
- Negotiate and secure Agreements and/or obtain permission to provide services on school campuses with participating schools and/or school districts.
- Provide staff and services at participating schools between the hours of 8:00 A.M. to 5:00 P.M., except when schools are closed.
- Comply with school district regulations for being on campus including, but not limited to, having updated TB tests on file; and
- Comply with no access limitations to areas other than those designated at each school unless prior approval from a school administrator is obtained.
- Work with the youth's CSW, parent/caregiver, teachers, counselors, and school administrators to develop and implement plans and goals for academic improvement and graduation.

C. GENERAL STAFF REQUIREMENTS

- Provide and maintain professional staff that have cleared all criminal clearances and background checks, are able to read, write, speak, and understand English, and whose work experience, degrees, and licenses have been verified.
- Staff must be able to travel to various schools and approved meeting sites within the County of Los Angeles.
- Provide a Project Manager with:
 - A Bachelor of Arts degree from an accredited school in Education, Social Work, Psychology, Counseling or related Behavioral Science; **AND**
 - Three (3) years full-time administration experience in an agency providing services to At-Risk Children and Families - **OR** - and five (5) years experience working with children within the last 10 years.
- Provide K-12 Academic Tutors with:
 - At least an undergraduate degree in a tutoring specialty preferably in English, math, or science; **AND**
 - At least three (3) years experience as credentialed teacher/substitute teacher, or tutor in a traditional or alternate format public or private school, or home-school situation, documented by verification of employment from client/employer; **AND**
 - Able to provide three (3) written references from client or employer or any combination thereof, addressing the tutor's effectiveness and reputation (passion for teaching) – (may combine with verification of employment).

D. STAFF DUTIES AND RESPONSIBILITIES

- Program Manager to provide services specified herein, including:
 - Manage and oversee services, staff hiring, training, and supervision;
 - Travel throughout the County to direct the delivery of services;
 - Assess the quality of service and contact between tutors and youth; and
 - Assess staff effectiveness with improving the academic status of youth.
- Tutor to provide services specified herein directly to youth, including:
 - Any work with Probation Officer, CSW, and school staff to prepare a plan of services tailored for each youth;
 - Provide one-on-one tutoring and other services to each youth per plan of service, attend meetings to provide progress updates, and assist with credit recovery;
 - Provide a mentor-like role to engage, motivate, and guide youth to advance his/her academic status and assist with higher education planning.
- Additional staff provides administrative support, academic coaching, collecting and entering student and program data to/from program sites, develop training align with county, state and national standards;

E. SERVICE DESCRIPTION

- DCFS and Probation provide all referrals for academic remediation services.
- In collaboration with parent/caregiver, CSW, teachers, counselors, and school administrators, youth receive a plan of service that includes specific long and short term academic goals.
- To track academic progress, baseline data is established and documented on each youth's academic strengths and weaknesses based on grade reports, attendance records, academic assessment testing, and the youth's plan of service.
- The plan of service is tailored to each youth's academic need to understand course subject matter, completing homework assignments, alleviating academic deficiencies with reading and math, etc., and develop a youth's overall academic growth.
- Youth receive one-on-one tutoring to eligible youth at participating schools before classes begin, after school, or at times that that is agreeable to participating schools. Youth also receive one-on-one tutoring at home after school during weekdays and weekends. Youth receive group tutoring as agreed to by County.
- During each school semester, youth receive progress monitoring and intervention, as need, to keep them on track with the plan of service and academic goals.
- Youth are encouraged to scheduled and complete standard tests such as California Standardized Test (CST), California English Language Development Test (CELDT), and the California High School Exit Examination (CAHSEE).
- Youth receive assistance with plans to make up and obtain the required number of credits for graduation and with post-high school intentions and higher education.
- Youth receive end-of-semester academic assessment tests and a review of their progress in accordance with the plan of service.
- DCFS and Probation Department receive periodic reports and end-of-semester reports. Meetings are conducted to discuss program successes and issues.