

March 1, 2012

To Interested Applicants:

The City of Cambridge Office of Workforce Development is pleased to enclose both a **Request for Proposals (RFP)** for **MSYEP Summer Work and Learning Projects** and a traditional **MSYEP Worksite Application**. The **Mayor's Summer Youth Employment Program (MSYEP)**, offers Cambridge youth ages 14-18 the opportunity to work with government agencies or non-profits for six weeks during the summer. There are two ways of providing opportunities for youth to work with your organization.

As a **traditional worksite**, the MSYEP provides an opportunity for you to bolster your staff during the busy summer months, tackle projects you might otherwise put off and provide your staff with supervisory experience, while helping Cambridge teens gain valuable work experience. **MSYEP provides all youth wages** and an MSYEP Counselor who will monitor youths' experience, conduct weekly career-readiness workshops and provide support to the teens and their worksite supervisor. If you would like to host one or more young people at your workplace as a traditional worksite, please complete **only** the green **MSYEP Worksite Application**.

Now in its sixteenth year, the **Summer Work and Learning (SWL)** initiative expands the scope of the Mayor's Summer Youth Employment Program by including a more formalized educational component. Summer Work and Learning projects, described in the attached RFP, are an exciting opportunity for you to design and manage an educational, work-based learning project specific to your organization's resources and needs. Funds are available to cover personnel costs related to program operation, supplies, and youth wages.

In whichever capacity you choose, we encourage your participation in this year's Mayor's Summer Youth Employment Program. Summer Work and Learning Proposals and Worksite Applications are both **due on Wednesday April 4, 2011 by 4:00 p.m.** at the Office of Workforce Development. Worksites will be selected based on demonstrated quality of the site and youth interest. Applicants will be notified by mail as to their status of acceptance. I am happy to answer your questions and provide guidance to you as you prepare your proposal or application. I will be providing technical assistance until March 30, 2012 by appointment. If you have questions or would like to set up an appointment, please call me at 617-349-6268 or email ghinds@cambridgema.gov. **Please also feel free to email to request an electronic copy of the forms.**

I look forward to working with you this summer.

Sincerely,

George Hinds
Senior Youth Programs Manager
Office of Workforce Development

Enclosures



Mayor's Summer Youth Employment Program

MSYEP

HELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE



Worksite Application July 2nd-August 10th 2012

Please answer all questions completely.

Return applications to:

Mayor's Summer Youth Employment Program
c/o Office of Workforce Development
51 Inman Street, Cambridge, MA 02139
Please return completed application by April 4th!

Worksite Name _____ Phone _____

Address _____
Number and Street City Zip

Contact Person _____ Title _____ Email _____

Youth Supervisor (if different) _____ Title _____ Phone _____

Youth Supervisor Email _____

Worksite Location (if different) _____ Phone _____

Preferred Work Hours _____ 8:30-12:30 _____ 1:00-5:00 _____ No Preference
_____ Other: Specify daily 4-hour time block _____ - _____

Please list all titles for youth position(s) and check off the best description below.

Job Title _____

Job Title _____

Job Title _____

Number requested _____

- ___ working w/seniors
- ___ working w/children
- ___ office work
- ___ landscaping/maintenance
- ___ library
- ___ health care/science
- ___ teen leadership program
- ___ media production
- ___ arts/theater project
- ___ environmental project
- ___ other, describe

Number requested _____

- ___ working w/seniors
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- ___ office work
- ___ landscaping/maintenance
- ___ library
- ___ health care/science
- ___ teen leadership program
- ___ media production
- ___ arts/theater project
- ___ environmental project
- ___ other, describe

Total number of youth requested _____

Please provide a short job description. What tasks will the youth be responsible for? What skills will they gain through those tasks? _____

Does this position have any special requirements (e.g. ability to lift 50 lbs., etc.) ? If so, please describe _____

MSYEP does not have a program-wide dress code. Please list any **specific requests** you have of youth employees regarding appearance. Bear in mind that we hope youth will not have to purchase new clothing to participate in the program: _____

In the event that the youth supervisor will be away for a portion of the summer (such as for vacations), please indicate dates, and to whom the youth should report during that time: _____

Request for specific youth: (*The request for specific youth does not guarantee their placement with your program, but your request will be considered during the placement process*) _____

Applicants will be notified by mail as to their acceptance as a worksite for the program. Please be advised that all youth will participate in weekly workshops during work hours.



**Worksite Supervisor Orientation will be held on Wednesday June 20th, 2012
Cambridge Public Library Lecture Hall, 449 Broadway**

All worksite supervisors are asked to attend
and new supervisors are especially encouraged to attend.
You will meet your counselor and receive a list of your youth.

**Pick the more convenient session for you:
10:30-12:00PM OR 1:30-3:00PM**

Questions may be directed to George Hinds at 617-349-6268 or ghinds@cambridgema.gov

**Thank you for your support of the
Mayor's Summer Youth Employment Program**
<http://www.cambridgema.gov/dhsp/msyep.cfm>

Mayor's Summer Youth Employment Program

MSYEP

HELPING CAMBRIDGE YOUTH PREPARE FOR THEIR FUTURE

REQUEST FOR PROPOSALS SUMMER WORK AND LEARNING PROJECTS Project Period: July 2, 2012 - August 10, 2012

BACKGROUND

The Mayor's Summer Youth Employment Program, managed by the Office of Workforce Development (OWD), is a public sector summer employment program serving approximately 900 Cambridge youth on an annual basis. The majority of slots are for 14-15 year olds. Youth who are selected for the program work for six weeks during the summer.

The MSYEP is intended to provide young people with their first work experience either in City of Cambridge departments or with local non-profit agencies. The program provides youth with a job assignment, a Counselor who is responsible for conducting weekly youth development workshops and providing ongoing support to worksites and youth, and a salary of \$8.00 per hour for a 20-hour work week.

As a special component of the Mayor's Summer Youth Employment Program (MSYEP), **Summer Work and Learning (SWL) projects** aim to engage young people in a valuable educational and employment experience using the community's resources to expose youth to potential educational and career paths and prepare youth for employment. Each summer, more than one third of MSYEP participants have an opportunity to gain skills by participating in these creative projects that expose them to science, media, art, environmentalism, events planning, teaching, public service and other fields. Summer Work and Learning projects result in tangible products or activities that demonstrate the variety of skills youth attain.

MSYEP is looking for SWL sites to incorporate or identify the 21st Century Skills that youth obtain through participation in summer programs. The 21st Century Skills are divided into three areas: Life and Career; Learning and Innovation; and Information, Media and Technology. The 21st Century Skills framework offers a way to articulate the valuable, high-level competencies that many programs are already teaching youth. Programs whose structures and activities help teens to build these skills are a strong match for the Summer Work and Learning initiative.

PROPOSAL CRITERIA

Proposals may be submitted by non-profit organizations, public organizations, school systems and colleges/universities serving Cambridge youth. Funds will be available to support:

- **Youth stipends** from July 2 - August 10, 2012 for up to 20 hours per week (stipends will be paid by MSYEP);
- **Personnel costs** related to project operation, counseling and youth supervision (an approximate cost for staff is \$3,200.00 for 7 weeks). The average project size is 15 participants. A limited number of contracts will be considered for projects consisting of a smaller pool of youth. Agencies may choose to match SWL funding with additional resources to support the cost of a Supervisor.
- **Instructional materials/supplies** (an approximate cost for supplies for 15 youth is \$500).

Projects may pre-select youth if they meet MSYEP age and residency eligibility criteria.

Note: Youth requested by a project will only be placed there if:

1. The youth's application is complete and submitted on time to OWD and
2. OWD has received a list of requested youth from an approved SWL site by **June 1, 2012**.

In addition, youth must attend an Orientation on Monday June 25, 2012. If this will conflict with your program activities, please notify George Hinds in advance.

PROJECT DESIGN GUIDELINES

Start/End dates

Each SWL project should begin on July 2, 2012 and end on August 10, 2012. Youth may work up to 20 hrs per wk.

Project Components

Each SWL project must determine a specific goal and define expected outcomes for youth participants. Projects must produce a **product** by the end of the summer. Examples of products may include the creation of a video documenting work, the development of a newsletter or sample curriculum, an event showcasing skills learned, or the design of a portfolio of youth work.

In addition to the 21st Century Skills explained above and on the enclosed chart, each SWL project design should include **career and educational connections**, examples of which might include: use of academic-based curricula, study skills, visits to area colleges, discussion groups on advantages of post-secondary education, guest speakers, industry visits, job shadows, and information about opportunities available in high school.

MSYEP Counseling Component

The project should be designed to accommodate the MSYEP counseling component. Counselors are expected to visit sites three to five times each week. During these visits Counselors can work to motivate youth, mediate issues between sites and youth, help in planning or providing career-related and job-readiness activities, and help youth identify and access resources.

Youth Evaluation

MSYEP evaluates youth participating in SWL projects to learn more about their skill development. If you have an existing evaluation model and would prefer to use that, please include a sample of your model or evaluation tools with your proposal.

PROPOSAL CONTENT

All proposals should include:

- **green MSYEP Worksite Application Form**
- **checklist/proposed budget sheet** (enclosed)
- **project narrative** (see details on following page)
- a **21st Century Scope and Sequence Tool** (enclosed, find additional information on following page);
- an **Activity Planning Form** (enclosed, find instructions on the following page)
- a **Supplemental Questions Form** (enclosed) describing any planned reflection activities for participants and the integration of the **MSYEP counseling component** into your project;
- a proposed **project schedule**, including weekly activities and events;
- **job description and resume** for recommended Lead Supervisor;
- **evaluation tool** (if applicable)

PROJECT NARRATIVE

Your project narrative, which ideally would not exceed one page, should inform the review committee of your project's philosophy, culture, and structure, and should describe career awareness activities that youth will participate in. Your narrative should also describe any planned use of community resources and include a description of any partnerships with community agencies or institutions. Please describe any youth-led components of the project, and any plans the project has to engage youth in decision making processes. Include a description of a culminating event or product that the team or individual youth will produce by the end of the summer.

SCOPE AND SEQUENCE TOOL

In an effort to help us understand how SWL projects will deliver 21st Century Skills, all applicants should complete the enclosed Scope and Sequence Tool. Think about each week of your proposed project. Identify a unit or focus that will be emphasized in that week. Looking at the accompanying 21st Century Skills Chart, identify one of the 21st Century Skills (listed in italics on the chart) that will be covered that week. Using some or all of the bullets listed below the skill on the chart, identify some of the core concepts relating to that skill which will be delivered. Identify the activity or activities that will deliver those core concepts, and explain how those activities will reinforce the 21st Century Skill for the young people involved in the project. Finally, explain how the youth will demonstrate that they've improved their proficiency in that skill by the end of that week.

We recognize that you might emphasize the same 21st Century Skill multiple times over the course of the program. You should feel free to repeat that Skill on the Scope and Sequence Tool, but if you'll be focusing on different core concepts, or using different activities in subsequent weeks, please share more information about those. We also recognize that you are likely delivering more than one 21st Century Skill in any given week, but only ask that you identify one per week for the purposes of the tool.

ACTIVITY PLANNING FORM

Choose just one of the activities listed on the Scope and Sequence Tool, and provide additional details about that activity on the enclosed Activity Planning Form. If you already have an existing form that fulfills a similar function to the Activity Planning Form, you may substitute that instead.

CONTRACT TERMS

All contracts will be **100% cost-reimbursement** (aside from youth wages). Programs will be required to submit invoices for staff time and supplies and are expected to have back-up documentation available upon request.

Approved SWL projects will be required to allow for frequent inclusion of the MSYEP counselor, host a mid-project visit with OWD staff, produce a tangible product and complete a final evaluation. Approved projects will also be expected to mention MSYEP support when appropriate in program materials or press releases.

PROPOSAL REVIEW PROCESS

- Proposals are due in the Office of Workforce Development by **4:00 p.m. on Wednesday April 4, 2012**. An original and 4 copies should be submitted to OWD, 51 Inman Street, Cambridge, MA 02139. ATTN: Mayor's Summer Youth Employment Program/Summer Work and Learning.
- Technical assistance will be available for interested applicants until March 30, 2012, by appointment. Technical assistance regarding development of curriculum, scope and sequence or product is recommended.
- Proposals will be reviewed by a selection committee and rated on their ability to meet the RFP goals and their response to the components listed under "**Project Design Guidelines & Proposal Content**" sections.
- If not selected as a Summer Work and Learning Project, programs have the option to participate in the Mayor's Summer Youth Employment Program as a traditional worksite.

PROPOSAL CHECKLIST

Please review your proposal packet to ensure you've enclosed all of the required components.

- _____ Completed green MSYEP Worksite Application Form
- _____ Project narrative (not to exceed one page)
- _____ Completed Scope and Sequence Tool
- _____ Completed Activity Planning Form
- _____ Completed Supplemental Questions Form
- _____ Proposed Project Schedule
- _____ Job description and resume for proposed lead supervisor
- _____ Proposal Checklist/Fund Request Breakdown sheet

Please remember to include 4 additional copies of your proposal and related materials.

Applicants are especially encouraged to keep in mind the following priorities of MSYEP. Please check any that apply to your program.

- Serve immigrant youth whose first language is not English
- Operate after 1pm to accommodate youth in summer school
- Operate an inclusive program that serves youth with physical, mental, or emotional disabilities alongside youth without disabilities.

Fund Request Breakdown

Project Supervision: _____

Project Materials: _____

Youth Stipend: _____ (\$8.00 x 20 hours x 6 weeks x # of participants) paid directly by OWD to youth

Total requested: _____

Submit your proposal no later than 4:00 p.m., Wednesday April 4, 2012

Office of Workforce Development

51 Inman Street

Cambridge, MA 02139

Questions? Concerns? Please call George Hinds at 617-349-6268

<http://www.cambridgema.gov/dhsp2/owd.cfm>

To request an electronic copy of this RFP, email ghinds@cambridgema.gov

Completed proposals may not be submitted by email.

Supplemental Questions

1. Describe the reflection activities you intend to use and how these will help youth participants to identify and communicate their accomplishments. Also describe how you'll help youth connect their learning to their school, life and career goals.

2. The MSYEP Counseling component (see RFP pg. 2 for description) is essential to our program, and is a valuable support system for your site and the youth placed to work with your project. Identify some ways you plan to regularly incorporate the MSYEP counselor into your project's activities in order to allow them to provide effective service to your site and the youth.

3. In order to help recruit teens that will match appropriately with the specialized nature of your SWL projects, please include a teen-friendly three to four line description of your project.

21st Century Skills Chart

Life & Career Skills				
<p><i>Flexibility & Adaptability</i></p> <ul style="list-style-type: none"> Adapting to varied roles and responsibilities Adjusting to changing priorities Achieving success in a less structured environment 	<p><i>Initiative and Self-Direction</i></p> <ul style="list-style-type: none"> Monitoring one's own understanding and learning needs Demonstrating initiative to advance personal and professional skills Defining, prioritizing and completing tasks without direct oversight Utilizing time efficiently and managing workload 	<p><i>Social and Cross-Cultural Skills</i></p> <ul style="list-style-type: none"> Being open & responsive to new & diverse perspectives Working appropriately and productively with others of different abilities and backgrounds Successfully maneuvering modern social connections (i.e. text messaging, online social networks) 	<p><i>Productivity and Accountability</i></p> <ul style="list-style-type: none"> Demonstrating diligence and a positive work ethic (e.g., be punctual and reliable) Making the best use of the resources available to accomplish a goal or task 	<p><i>Leadership and Responsibility</i></p> <ul style="list-style-type: none"> Using interpersonal and problem-solving skills to influence more than one person toward a goal Leveraging strengths of others to accomplish a common goal Demonstrating an understanding of integrity and ethical behavior Acting responsibly with the interests of the larger community in mind

Learning & Innovation Skills		
<p><i>Creativity & Innovation</i></p> <ul style="list-style-type: none"> Demonstrating originality and inventiveness in work Developing, implementing and communicating new ideas to others Acting on creative ideas to make some specific and tangible changes 	<p><i>Critical Thinking & Problem Solving</i></p> <ul style="list-style-type: none"> Exercising sound reasoning in forming an opinion or judgment Making complex choices Understanding how systems connect Framing, analyzing and solving problems Processing information: identifying and analyzing themes and messages 	<p><i>Communication and Collaboration</i></p> <ul style="list-style-type: none"> Articulating thoughts and ideas clearly and effectively Listening for understanding of others' perspectives Effectively presenting to a group

Information, Media & Technology Skills		
<p><i>Media Literacy</i></p> <ul style="list-style-type: none"> Analyzing, accessing, managing, integrating, evaluating and creating information in a variety of forms and media 	<p><i>Information Literacy</i></p> <ul style="list-style-type: none"> Accessing information efficiently and effectively Evaluating information critically and competently Using information accurately and creatively 	<p><i>Information Communication, Technology Literacy</i></p> <ul style="list-style-type: none"> Using digital technology, communication tools and/or networks appropriately to access, manage, integrate, evaluate, and create information in order to function in a knowledge economy Using technology as a tool to research, organize, evaluate and communicate information, and the possession of a fundamental understanding of the ethical/legal issues surrounding the access and use of information

Scope and Sequence Tool

	Week 1	Week 2	Week 3
Unit or Focus for week			
21st Century Skill <i>Identify a 21st Century Skill that will be addressed this week</i>			
Core Concept(s) <i>Looking at the bullet points on the 21st Century Skill chart, identify the relevant key concepts that will be addressed this week</i>			
Activities <i>What specific activity or activities will you do that will deliver those key concepts? Please describe how this activity will build or reinforce this skill.</i>			
How will youth demonstrate proficiency? <i>What specific behaviors will you expect youth to demonstrate at the end of the week which will show that they have moved towards proficiency in this skill?</i>			

Continued on reverse

Scope and Sequence Tool

	Week 4	Week 5	Week 6
Unit or Focus for week			
21st Century Skill <i>Identify a 21st Century Skill that will be addressed this week</i>			
Core Concept(s) <i>Looking at the bullet points on the 21st Century Skill chart, identify the relevant key concepts that will be addressed this week</i>			
Activities <i>What specific activity or activities will you do that will deliver those key concepts? Please describe how this activity will build or reinforce this skill.</i>			
How will youth demonstrate proficiency? <i>What specific behaviors will you expect youth to demonstrate at the end of the week which will show that they have moved towards proficiency in this skill?</i>			

Activity Planning Form

Project/ Workshop Name:
Length of Activity:

Please state a clear goal or learning target to be achieved during this lesson connected to 21st Century Learning:

Activity Facilitator(s):	Role(s) in Activity:
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	Action taken (activities, structuring, intentional strategies)	Supplies & Preparation	Facilitator Notes
Introduction How will you engage youth in this topic			
Main Content What is the primary activity?			
Reflection How will youth reflect on the content they have been presented? How will this be captured?			