



## **Request for Proposal**

Training and Program Management/Coordination

Fall 2011

### **GLSEN Pittsburgh Background:**

The Gay, Lesbian and Straight Education Network Pittsburgh Chapter started in 1999 with a vision of creating Safe and Respectful Schools for All Students regardless of Sexual Orientation, Gender Identity/Expression in K – 12 Schools of Southwestern Pennsylvania. The chapter has grown exponentially over the past 12 years, having trained thousands of adults and students over our history. We have proudly had two individual contractors working toward fulfilling our training ambitions. We have forged relationships with several school districts and Universities in Southwestern Pennsylvania. Our all-volunteer Board of Directors has worked to secure funding, developed programs and create a vision for future growth in creating school environments where all students can thrive and succeed. GLSEN Pittsburgh is committed to enhancing the school experience for Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Ally (LGBTQA) students in Southwestern Pennsylvania. Our mission is to help teachers create safer learning environments and give them the tools necessary to help all students achieve their highest potential. We also work with students to offer leadership training and programming where they can make a difference in their schools and community. The skills that GLSEN Pittsburgh's student participants learn are invaluable to their success.

## **Project Description:**

**Overview:** To coordinate training and programming activities of GLSEN Pittsburgh and ensure that all activities of a project are carried out. Collaboration with GLSEN Pittsburgh Board of Directors, Volunteers and outside constituents to build safe and inclusive school environments related to LGBTQA through school administrators, faculty and other school staff to enable them to create safer school climates for all students.

### **Key Responsibilities:**

- Working with Board of Directors
- Planning
- Partnership Development with:
  - School Districts in 11 County Service Area
  - High Schools/Middle Schools in 11 County Service Area
  - Intermediate Units in 11 County Service Area
  - Colleges/Universities in 11 County Service Area
  - Organizations to help further GLSEN Pittsburgh Mission
  - Youth oriented organizations to offer support
- Training constituencies
- Engaging, Training and Mentoring Student Leaders
- Engaging, Training and Mentoring Volunteers
- Program Development and Management
- Fund Development through professional organizations – billable programming.

**Objectives:** Building levels of training programs by utilizing materials from GLSEN National and other relevant outlets for K-12 Schools Faculty/Staff/Administration. Trainings will be designed for the following constituencies:

## **K-12 Students**

K-12 Faculty/Staff/Administration - and all involved in the educational systems.

Future K-12 Faculty/Staff/Admin. (College students aspiring to work in schools)

Community Members to ensure mission with K-12 Schools

Continuing Education Credits for Pennsylvania Educators

The main objective for the first 90 days of the project will include building and creating programming for stated constituencies with a focus on adult continuing professional development to offer a billable training program through GLSEN Pittsburgh. Building and creating an implementation plan within the service area. The remainder of the contract will be spent implementing plan and future planning.

### **Duties:**

#### Constituent Development:

- Form State and Regional work groups to provide assistance for planning process
- Work with GLSEN Pittsburgh Board to identify key additional constituents
- Develop and sustain relationships with key partners and constituents.
- Provide robust and ongoing communication with and among constituents.
- Encourage collaboration with and among constituents
- Develop and work closely with volunteers and Interns

#### Training of K-12 Students, K-12 Teachers/Faculty/Staff and Future Teachers/Faculty/Staff in K-12 Schools:

- Develop sustainable youth programming activities to include continuation and adaptation of current youth programs.
- Develop training program for K-12 teachers/Faculty/Staff and aspiring Teachers and individuals in K-12 Schools.

- Schedule and coordinate delivery of trainings in partnership with GLSEN Pittsburgh
- Provide ongoing development for teachers
- Develop and manage performance evaluation and feedback process of teachers
- Identify areas of development and improvement for individual training programs through evaluation and collaboration with GLSEN Pittsburgh Board of Directors
- Track results and impact of training delivery through blind evaluation procedures
- Develop relationships with new schools to train/educate in the service area.
- Development of comprehensive education programs for students and peer mentors.
- Engage program participants

#### Partnership Development and Marketing:

- Identify, solicit and execute strategic partnerships with education/LGBTQA Youth Based organizations in Service Area and State
- Strategically place GLSEN Pittsburgh as the authority in LGBTQA K-12 Education Centered Organization in service area
- Contributing content and images for updates to website/social media

#### Evaluation and Reporting:

- Provide reporting and updates to GLSEN Pittsburgh Board of Directors Monthly.
- Work with Executive Committee to evaluate the project including gathering of necessary data.

Administrative:

- Working with GLSEN Pittsburgh board of Directors and Co-Chairs to meet all goals and deliverables as required in foundation and/or Government contracts
- Participate with other GLSEN Pittsburgh Board members in developing a strategic plan and annual work plans
- Work with an Advisory Committee to ensure that outcomes are on target and workable.
- Participate in relevant GLSEN Pittsburgh Committees to accomplish the goals of programming.
- Report to Executive Committee on planning and out-looking.

### **Technical and Infrastructure Requirements:**

Demonstrate Experience handling the following:

- Knowledge of LGBTQA Social Justice Issues
  - Specifically as they relate to Youth
- Knowledge of multi-cultural issues and cultural competency
- Experience working and communicating effectively with K-12 Youth and also Adult audiences
- Experience providing successful training to a variety of audiences
- Project planning and completion
- Competency with multi-media and computer based programs: including Microsoft Office Professional and the internet.
- Develop and retain volunteers/interns/individuals

### **Functional Requirements:**

Below is a list of the Minimum Requirements for Consideration:

- Use of Personal Computer
  - Skills including:
    - Microsoft Office Professional Suite
    - Internet Research Methodologies
    - Email and electronic communication
    - Knowledge of Spreadsheets and Database
- Use of Transportation/Vehicle for Regular commute within the following Southwestern Pennsylvania counties:
  - Lawrence, Butler, Armstrong, Indiana, Westmoreland, Somerset, Fayette, Greene, Washington and Allegheny Counties. Parts of Cambria County can be considered.
- Use of Personal Phone – for direct communication with constituents, volunteers, board members, school districts and all other business matters.

### **Estimated Projected Duration:**

The project is scheduled to be a 6 month contract with a review for extension by the 157<sup>th</sup> Day of contract.

#### Explanation of Projected Duration:

- By the 90<sup>th</sup> Day sustainable programming and implementation plans will be completed
- By the 150<sup>th</sup> Day – execution will have occurred within market
- Maximum Number of Hours billed during contract 1150
  - Prior Written approval from GLSEN Pittsburgh Board of Directors must be solicited by contractor by the 150<sup>th</sup> Day of Contract
- 90 Day Evaluation of Programming will occur
  - Requesting a long term proposal for implementation.
- 150<sup>th</sup> Day Evaluation of work will occur
- By 152<sup>nd</sup> Day determination of continuation of contract to complete long term implementation proposal.

### **Assumptions and Agreements:**

- All projects become property of GLSEN Pittsburgh upon completion/submission.
- All professional contacts will be tracked via an online spreadsheet database that is the sole property of GLSEN Pittsburgh.
- Confidentiality in connection with services provided and constituents involved is expected.
- Project will be progressively billed in hourly denominations at a rate of \$13.50 - \$15.50 per hour determined on negotiation.
  - Hours Submission must be accompanied by deliverable materials.
  - Can be submitted electronically to Executive Committee at intervals of work completed.
  - If additional time is needed/required – a written proposal must be submitted to the Executive Committee 1 week prior to the Board Meeting for consideration.
- Mileage will not be reimbursed.
- Personal Computer, Phone and Internet are not reimbursed expenses.
- Materials submitted to GLSEN Pittsburgh and approved by Executive and Training Committees can be produced and supplied for. Supply lists must be included with each material created.
- Schedule and Hours not determined by GLSEN Pittsburgh – but rather scheduled on the proposals time.

**Submission of Information:**

Submit proposal along with relevant credentials electronically to [Pittsburgh@chapters.glsen.org](mailto:Pittsburgh@chapters.glsen.org)

Hard copies can be mailed to:

GLSEN Pittsburgh  
Attn: Proposal Review Committee  
210 Grant Street  
Pittsburgh, PA 15219

Please call/email Ian Syphard within 48 hours of submitting Proposal to ensure delivery or proposal if you have not received notification either electronically or via phone of the submission.

**For Additional Information or Clarification:**

For additional information or clarification please contact Ian Syphard directly by calling 330-360-3487 or emailing: [iansyphard@gmail.com](mailto:iansyphard@gmail.com).

**Basis for Award of Contract:**

All submitted proposals will be reviewed by the "Proposal Review Committee" which is comprised of senior GLSEN Pittsburgh Board Members. The top proposals will be asked to do an in person proposal pitch to the Proposal Review Committee. The committee will select the top two proposals from there and ask for a second sample training session on a topic chosen by the committee. Final selection will then be made and presented to the GLSEN Pittsburgh Board.

All selected proposals will be given the same questionnaire and will be rated equally.

The basis of the Award of Contract is not determined by the actual cost – but rather by the work produced.

**Anticipated Selection Schedule:**

Submitted Proposals will be reviewed simultaneously to all proposals.  
Top Proposals will pitch to committee within 5 business days of review.  
Final Pitches will be within 5 business days of original Pitch.  
Final Decision will be made with 3 Business Days of Final Pitch.