



Saint Paul's Out-Of-School Time Network

## REQUEST FOR BIDS DIVERSITY EQUITY AND INCLUSION CONSULTANT

July 11<sup>th</sup>, 2023

### I. BACKGROUND

Sprockets, Saint Paul's out-of-school time network, is designed as a citywide platform to ensure coordination of out-of-school learning opportunities and connections between in-school and out of school time (OST) learning. Sprockets is a public-private collaborative that includes the City of Saint Paul (Parks and Recreation, Libraries and Mayor's Office), Saint Paul Public Schools (SPPS), and over 50 community partners.

*Its vision: All of Saint Paul's youth will develop their abilities as learners, contributors, and navigators so they can recognize and achieve their greatest potential.*

Sprockets, officially launched in March 2011, offers a platform or infrastructure for OST learning in Saint Paul – reliable information on OST programming achieved by a shared database, coordinated networks of neighborhood learning opportunities, and professional development initiatives aimed at improving youth program quality – to enlist and coordinate Saint Paul's many learning resources. Sprockets aims to improve access to quality learning opportunities for children and youth by sharing information with the public on the importance and availability of programs in Saint Paul, and through addressing barriers to access.

Sprockets employs the following five key strategies to achieve the impacts above:

- 1) Smart Planning
  - Secure funding • Ensure clear roles & responsibilities • Set priorities through multi-year plan
- 2) Vibrant Network
  - Align resources • Contribute to OST field • Increase collaboration • Advance racial equity
  - Lead strategic communication and advocacy • Influence supportive policies
- 3) Reliable Information
  - Identify opportunity gaps (e.g. service shortages) • Track participation & analyze program results • Show evidence of benefits
- 4) Equitable Access
  - Remove barriers to OST, particularly for disadvantaged youth (e.g. transportation, cost)
  - Communicate with youth and families
- 5) Strong Programs
  - Strengthen OST capacity • Adopt assessment tools • Provide access to resources and professional development for program improvement

Sprockets was founded with a steadfast commitment to reducing racial and other disparities for Saint Paul's youth. In all decisions both large and small, we consider the implications those decisions will have on equity in our community, and we work with our partners to advance equity and justice in all we do.

## II. PROJECT DESCRIPTION

Sprockets seeks to design and implement a professional learning community (PLC) for youth workers that will focus on growing understanding, skills, and practices that relate to the intersection of equity, trauma, mental wellness, and restorative practices. Sprockets is seeking a lead partner to collaboratively design and implement this PLC. The lead partner will work with Sprockets staff and stakeholders to build a cohort experience that allows participants to develop a plan and implement new ideas and practices into their youth serving organizations and programs.

## III. PROJECT SCOPE

- 1) Collaboratively design scope and sequence for cohort with Sprockets..
- 2) Facilitate learning sessions with cohort over two years.
- 3) Engage at least 20 youth work cohort members.
- 4) Partner with outside resources to bring in expertise in specific topic areas as needed. (additional funds are available)
- 5) Partner with an evaluator to conduct an analysis/documentation of the activities and impact of cohort participation.

### Qualifications

- Experience working with and providing professional development to youth workers, non-profit organizations and/or school districts.
- Experience creating engaging learning environments.
- Strong written, digital, and verbal communications skills.
- Knowledge and expertise in two or more of the key content areas: equity, trauma, mental health and wellness, and restorative practices.
- Flexibility and responsiveness in style.
- Ability to articulate insights out of complexity.

## IV. BIDS

Bids should address the following aspects:

### Management:

The bid should identify a key individual or team who will carry out the tasks.

### Budget:

The bid should include a project budget which identifies costs for staff/consultants, materials, and other expenses associated with planning and performing the project, coaching, preparing written and other materials, and regular conversations with Sprockets staff. Sprockets anticipates a project budget between \$35,000 - \$42,000 over two years.

### Qualifications:

The proposal should include the applicant's qualifications for this work. Please note any specific experience, knowledge, and connections relating to working within the Saint Paul community, community-based and nonprofit organizations.

### Timeline

Deadline for bid submission is Thursday, August 10<sup>th</sup>, 2023,

**Please submit bids and direct questions to:**

Erik Skold, Director, Sprockets, 651-253-3947, [erik.skold@ci.stpaul.mn.us](mailto:erik.skold@ci.stpaul.mn.us)

We encourage potential applicants to schedule an individual Teams meeting with Erik Skold, via [this link](#) with questions or to learn more about the project. BIPOC (Black/Brown, Indigenous, and other People of Color) and queer candidates are encouraged to apply.