August 24, 2023

INTRODUCTION

With this Request for Proposals (RFP), the San Jose Conservation Corps and Charter School (SJCC+CS), seeks proposals for a youth development consultant to support the Youth Liberation Movement. Our objective is to select a consultant who most fully meets the requirements identified in this RFP. If you would like to be considered for this role, please submit your proposal by September 7, 2023.

To assist you in preparing your proposal, we are including information about our non-profit organization and the youth development consulting services we need. Firms requested for proposal are engaged to respect the confidentiality of information contained in this document.

ABOUT THE SAN JOSE CONSERVATION & CHARTERS SCHOOL (SJCC + CS)

Founded in 1987, SJCC+CS serves “at-risk” disadvantaged young men and women by providing them with academic education, hands-on learning, and development of basic skills. These skills include leadership, communication, computer literacy, and employment training which will help them to advance and excel in their future and careers. SJCC+CS offers secondary education courses through its on-site charter school and vocational education and job training through its workforce development program. SJCC+CS also offers the YouthBuild program for its students which combines academics with vocational training and experience in construction trades.

YOUTH LIBERATION MOVEMENT (YLM)

YLM is a fiscally sponsored, youth-led, autonomous program of the San Jose Conservation Corps. It is made up of inspiring and outstanding youth leaders who are experts in their own lived experiences. Our mission is to liberate young people from the cycles of generational trauma and oppression by translating their lived experiences into actionable solutions. Some ways that the youth leaders accomplish that mission is by conducting/collecting their own surveys, facilitating their own focus groups and conducting participatory research, organizing events, connecting and collaborating with other organizations, and advocating for policy changes that will enact true change for the next generation of youth in their community.

SCOPE OF WORK

We are seeking proposals for the following services:

1:1 Coaching with Young Leaders
1. Build deep and transformational relationships with young leaders
2. Ask powerful questions, listen and empower to elicit the skills and creativity young leaders already possesses, rather than instruct or advise
3. Support young leaders in deepening their self awareness and development using tools like Co-active Coaching and Motivational Interviewing
Board Officers

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Community Health Care Consultant

Vice President
Ramon Zaragoza
Sr. Mechanical Engineer
Applied Materials

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Director, PwC

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Founder & Chairman CSIX Connect

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President Western States Oil Company

John Medina
Project Superintendent Devcon Construction

Chris Cruz
Park Management Program Director West Valley College

Alex Webb
CPA and Finance Professional

Michelle Retana
Rehabilitation Counselor Office of Supportive Housing Santa Clara County

Deryk Clark
Youth Development Division Director - Bill Wilson Center

4. Use highly personalized professional development plans to identify goals and track milestones
5. When needed, refer young leaders to services and resources to meet their additional needs

Manage Fellowships
1. Manage fellowship MOUs, contracts, financial documents etc.
2. Co-supervise fellows in their projects/placements
3. Meet regularly with fellow supervisor to discuss areas of opportunity and collaborate on projects
4. Career pathway exploration and development

Training Coordination
1. Work with young leaders to create ideal training curriculum
2. Find and source training facilitators
3. Manage MOUs, contracts, financial documents etc.
4. Support all logistical functions

Training Facilitation
1. Co-facilitate trainings with identified curriculum experts
2. Support young leaders in any individual work required for trainings
3. Lead training debrief sessions to gather feedback
4. Facilitate appropriate trainings such as youth engagement, outreach and relationship building

PRIMARY RFP CONTACT

For information needed in the preparation of your proposal, you may wish to speak with the following SJCCCS official:

Jaime Croteau,
408.642.4195
jcroteau@sjcccs.org

FORM OF PROPOSAL

Your proposal should include the following information:

1. Your firm’s experience in providing the requested youth development services to youth and young adult leadership and organizing groups. This should include:
   a. Description of similar organizations to whom you provide these services.
   b. Description of your training in and familiarity with:
      i. motivational interviewing
      ii. co-active coaching
      iii. participatory action research
      iv. human centered design
      v. healing centered organizing
   c. Description of your familiarity and connection with Santa Clara County’s Opportunity Youth-
serving community.

d. Description of your familiarity with Santa Clara County’s youth and young adult leadership and organizing efforts and organizations, particularly for system impact youth and young adults.

2. Describe your approach to providing consulting services to a fiscally sponsored program within a larger organization.

3. Provide a budget and narrative.

4. Reasons why we should choose your firm over others being considered.

**SELECTION PROCESS**

The San Jose Conservation Corps and Charter School will evaluate proposals using a standardized rubric (see attachment A) and interviews with firms whose proposals score in the top three.

The San Jose Conservation Corps and Charter School is not bound to accept the lowest cost proposal and is not obliged to give a reason for rejecting a proposal. Prospective firms are advised that nothing in this documentation, or in any communication between the San Jose Conservation Corps and Charter School and any other party, shall be taken as constituting a contract, agreement or representation between the San Jose Conservation Corps and Charter School and/or any other party, except for a formal award of contract made in writing by the San Jose Conservation Corps and Charter School. Neither shall it, or they, be taken as constituting a contract, agreement or representation that a contract shall be offered.

Please note that the San Jose Conservation Corps and Charter School reserves the right to vary the number of firms invited to interviews and presentations, or dispense completely with this part of the process, at its sole discretion. The San Jose Conservation Corps and Charter School reserves the right at all points in the selection process either not to select a candidate to go forward to the next stage, or following completion of the selection process, not to make any award of contract.

The San Jose Conservation Corps and Charter School has prepared this RFP in good faith. To the extent that the San Jose Conservation Corps and Charter School is permitted by law, the San Jose Conservation Corps and Charter School excludes any liability (whether in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP.

Thank you for responding to our RFP.
ATTACHMENT A

Scoring Rubric

<table>
<thead>
<tr>
<th>Element</th>
<th>Possible Point</th>
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</thead>
<tbody>
<tr>
<td>1. Quality and relevance of experience delivering similar services to this population</td>
<td>60</td>
</tr>
<tr>
<td>a. Description of your training in and familiarity with (20):</td>
<td></td>
</tr>
<tr>
<td>i. motivational interviewing</td>
<td></td>
</tr>
<tr>
<td>ii. co-active coaching</td>
<td></td>
</tr>
<tr>
<td>iii. participatory action research</td>
<td></td>
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<tr>
<td>iv. human centered design</td>
<td></td>
</tr>
<tr>
<td>v. healing centered organizing</td>
<td></td>
</tr>
<tr>
<td>b. Description of your familiarity and connection with Santa Clara County's Opportunity Youth-serving community. (20)</td>
<td></td>
</tr>
<tr>
<td>c. Description of your familiarity with Santa Clara County's youth and young adult leadership and organizing efforts and organizations, particularly for system impact youth and young adults. (20)</td>
<td></td>
</tr>
<tr>
<td>Appropriateness of budget</td>
<td>20</td>
</tr>
<tr>
<td>Approach to providing consulting services to a fiscally sponsored program or project</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
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