



Request for Proposal Vendor Application YouthQuest After School Program

Thank you for your interest in providing vendor services to the YouthQuest program. We value our partnerships with people and organizations in the community as we work together to impact our youth for a better tomorrow. Below is an overview of the YouthQuest program and next steps for vendors who are interested in partnering with us.

YouthQuest Mission and Objectives

YouthQuest is a free, innovative after school enrichment program for youth in Genesee County, Michigan, managed by Flint & Genesee Education & Talent, a division of Flint & Genesee Group. YouthQuest is made possible through the generous support of the Charles Stewart Mott Foundation, along with additional funders and donations.

The mission of YouthQuest is to **provide youth with engaging after school experiences to excel, excite, and explore!** The program is offered at Flint Community Schools, Flint Cultural Center Academy, and International Academy of Flint. It operates three (3) hours per day, Monday – Thursday, at varying times between 2:00-7:00 pm (depending on the site). Our **core program objectives:**

- Traditional academic support (experiences focused on literacy, math, science, or social studies)
- Exploratory academic support (experiences that engage two or more of the traditional academic subjects)
- Enrichment through Visual and Performing Arts
- Personal / individual physical fitness / sports / recreation
- Team physical fitness / sports / recreation
- Nutrition education
- Youth development: life skills, career awareness, technology, character education, or leadership
- Family involvement
- Service projects

Next Steps for Vendors

YouthQuest is always seeking qualified vendors (persons or organizations that provide a paid service at any YouthQuest site) who offer **safe, engaging and exciting learning experiences and materials** that align with our program mission and objectives listed above. To be considered as a qualified vendor for YouthQuest, please follow the instructions below:

- 1. Complete Vendor Application** - Complete the application found on the following pages and email to LaQuanda Hammons, lhammons@yquest.org, fax to 810.600-1461, or mail to YouthQuest, 519 South Saginaw Street, Suite 200, Flint, MI 48502. If you need assistance, please contact LaQuanda at (810) 600-1407. ***Note:** Electronic application is preferred. Please do a “save as” including your organization name in the document title.
- 2. Required Background Checks**
 - ALL ALL vendors and their staff working with YouthQuest are required to complete a background check through the Michigan ICHAT and a Central Registry Clearance at the DHS office. YouthQuest staff will process the ICHAT information (You will be asked to submit the full names and birth dates for yourself and all staff that would be onsite with program participants) and vendors and staff will be responsible for securing Central Registry Clearance prior to starting with the program. There is no fee associated with either check.
 - It is the responsibility of the vendor to report to YouthQuest any change in status of one of its representative and/or withdraw said individual(s) from providing services through their corporation or organization to YouthQuest.
- 3. Required Paperwork** - All vendors will be required to complete a contract, turn in an W-9 Form, and submit regular invoices for payment once approved as a qualified YouthQuest Vendor.

Vendor Application

Organization Name or Individual Vendor Name				Date of Application	Member of FGCC?	
This is a(n):	<input type="checkbox"/>	Business	<input type="checkbox"/>	Non-profit Organization	<input type="checkbox"/>	Individual / Independent Contractor

First Name		Last Name	
Organization Primary Contact:			
Address (House # and Street)		City:	ST: Zip Code:
Primary Phone # (include area code):		Secondary Phone #	

Email Address	Website
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Website Address	
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3 references of those who have used your services: Include organization, contact name, and phone #		
Organization	Contact Person	Phone (include area code)

Proposed Program Description

Note: The text boxes will grow as you type.

1. Title of Your Program

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2. Please provide a brief description of your program with its objectives and goals:

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3. **Materials Needed:** Include the materials you provide or if YouthQuest will be responsible for providing them, please provide an itemized list with expected cost for the entirety of the program. *All property purchased by YouthQuest is the sole property of YouthQuest.*

4. **Session Details:** Please include the following- Preferred Grade Level/Age Group. Desired Staff to Student Ratio. *(NOTE: Group sizes will range from 10-18 based on student interest and program capacity)*

5. **Activity Details:** Please provide a weekly outline of the program sessions. Each session should include a brief description, meet at least one of the YouthQuest core components, and include a hands-on activity. Include any additional learning targets or grade-level goals being met. *(NOTE: YouthQuest and 21st Century Funding requires a minimum of 10 sessions)*

6. **Proposed Rate:** *This will be negotiated. Indicate proposed rate per hour. (Note: Sessions will typically be between 45 and 60 minutes. Sessions will be pro-rated based on amount of time servicing students)*

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7. **Staff Providing Program:** List all staff from your organization that will be providing program to YouthQuest. *All staff are required to provide their Name, Phone Number, Date of Birth, and Central Registry Clearance before beginning services at the site.*

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2.
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4.

8. **Other:** *Any other information you'd like us to know?*

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