

Introduction

Propel Schools (“Propel”), based in Pittsburgh, Pennsylvania, is a network of Charter Schools whose mission is to catalyze the transformation of public education so that all children have access to high performing public schools. Propel has become one of the largest, fastest-expanding set of charter schools in the state, with the highest levels of student achievement among Pennsylvania public school districts serving high poverty areas. Propel currently serves almost 4,000 students this year at thirteen Allegheny County locations.

Propel utilizes partnerships with local organizations to offer quality arts experiences that are student-focused, integrated with other academic subjects, and teach the value of arts and cultures. Students at Propel receive instruction from the best professional artists in the greater Pittsburgh area. Teaching artists are in residency at Propel for twelve-week trimesters, or 18 week semesters. The CreativeArts classes are currently taught by professionals in the fields of musical theater, drama, dance, media and movement arts. Each performing arts module culminates in a Celebration of Learning, where students perform for a community audience to celebrate their accomplishments. We also offer part time programs and workshops to extend and integrate visual art, media, music, performing and movement arts

Propel is requesting proposals for two types of arts programs:

- 1) **Full Time contracts:** Teaching Artists will rotate to three different locations within the course of the school year, spending one 12 week trimester at each school. We are looking for developed arts programs from Pittsburgh and the surrounding areas. Artists should be familiar with teaching in elementary, middle and/or high school in an urban setting.
- 2) **Part Time contracts:** Teaching Artists will collaborate and co-teach a unit (for a short/set time period) with a certified art, music, or other relevant content instructor.

Timeline

RFP is released: May 22, 2019

RFP is due by: June 28, 2019

Process

Please complete the RFP for each program to be considered. Please include all supporting materials to ensure a complete proposal. The primary contacts for the RFP are listed below. RFP responses and supporting materials should be submitted via email to the following:

Lauren Hinish
 Director of Arts Education
 P: 412.325.7305 x1450 | F: 412.325.7309
 E: lhinish@propelschools.org

Laura Ferguson
 CreativeArts Manager
 P: 412.325.7305 | F: 412.325.7309
 E: lferguson@propelschools.org

Artist/Contractor Information

Requirement	Response
Company Name	
Company Manager	
Organization Type <i>(Sole Proprietor, Non-Profit, LLC, etc.)</i>	
Program Description <i>Please briefly describe your program</i> <i><150 words</i>	
Experience <i>Provide information on relevant experience in public, private, or charter schools. Include grade levels, relevant instructional conditions, (co-taught or independently instructed) as well as references.</i>	School: Dates employed: Reference name, position: Reference contact info: Description of programming provided: School: Dates employed: Reference name, position: Reference contact info: Description of programming provided:

Summary of Arts Programming

Question	Response
Artist Bios	<i>*Please attach bios and/or resumes for each Teaching Artist</i>
Title of program/course	
Learner level(s) <i>On what grade levels is your programming focused?</i>	<input type="checkbox"/> K - 8 <input type="checkbox"/> K - 5 only <input type="checkbox"/> 6 - 8 only <input type="checkbox"/> 9 - 12 grade
Program length <i>Are you looking to secure a Full Time or Part Time contract?</i>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Media <i>Include Art form(s), technique, media, theme (if applicable)</i>	
Arts Integration <i>Is your programming interdisciplinary in nature? Please describe any opportunities you may provide to integrate teaching and learning with other subject areas (science, math, English language arts, social studies, etc.)</i> <i>For Part Time contracts, please indicate and explain what content area collaboration would be best suited for your program.</i>	

Program Design

Question	Response
<p>Objectives</p> <p><i>What are the long term learning targets of the program; what will students know and be able to do at the end of the program/course?</i></p>	
<p>Content</p> <p><i>Please provide a summary of the structure for your programming. What vocabulary, concepts, techniques, or areas of study will the students be learning in the course? If programming is divided into units or sections, please indicate and define learning objectives for each unit of study.</i></p> <p><i>If necessary, you may attach supplemental documents that describe content and structure of your program.</i></p>	
<p>Performance or Showcase</p> <p><i>How will students be showcasing their work at the end of the program? Please describe the final performance.</i></p> <p><i>For non-performances classes, what is the culminating project that may serve as a final assessment for your students?</i></p>	
<p>Space</p> <p><i>What type of classroom space is necessary for your program? Please indicate what type of equipment/materials you will bring to the space, and any other furniture/equipment that is essential to the success of your program.</i></p>	

Availability

Question	Response
<p>Timeframe</p> <p><i>What is the timeframe you are proposing for your program?</i></p> <p><i>(Full Time: 8:30 - 3:30, Monday through Friday)</i></p> <p><i>Part Time: please describe your available dates and times below</i></p>	<p>_____ <i>Full year (3 Trimesters) August 13, 2019 through June 17, 2020</i></p> <p>_____ <i>First Trimester (August 13 - November 22, 2019)</i></p> <p>_____ <i>Second Trimester (December 2, 2019 - March 13, 2020)</i></p> <p>_____ <i>Third Trimester (March 16, 2020 - June 17, 2020)</i></p> <p>_____ <i>Part time</i> _____</p>
<p>Part Time programs</p> <p><i>How many days/weeks will your program run?</i></p>	

Question	Response
<p>Supporting Information</p> <p><i>What other information do you want Propel to know about your program?</i></p> <p><i>Are there other program opportunities that your company offers that would be meaningful for our students to be involved in, e.g. field trips, on-site workshops, assemblies, high school intensives, internships, etc?</i></p>	