



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 the Flint & Genesee Chamber of Commerce. 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!** Currently, we are located in several school buildings in Carman-Ainsworth, Flint, and one Charter School. The program 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 Amy Watts, awatts@flintandgenesee.org, fax to 810.600-1463, or mail to YouthQuest, 519 South Saginaw Street, Suite 200, Flint, MI 48502. If you need assistance, please contact Amy at 810.600.4068. ***Note:** Electronic application is preferred. Please do a “save as” including your organization name in the document title.
- 2. Required Background Checks**
 - 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.
 - *Note:* Non-profit organizations will need to provide a copy of the background check(s) or provide a written statement on the organization’s letterhead confirming that the employee(s) have fulfilled this requirement.
 - Previously approved vendors must annually provide a letter stating that the status of all representatives is unchanged from the original background check. (Any new staff must still complete the background 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.
- 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
---------------	---------

Website Address	
-----------------	--

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

--

2. Please briefly describe what your program entails and how it will meet the above core objective(s):

--

3. **Materials Needed:** Include if you provide materials or if YouthQuest will be responsible to purchase them? Please provide a budget on cost of materials.

--

4. **Activity Details:** Please include the following, number of students you can accommodate during each class session, age group you can work with, projected length of time required to complete your program requirements. Please note: Projects should not exceed 6-8 weeks, class length may not exceed 60-75 minutes, and you will only be able to meet with students one day per week unless special arrangements are made in advance.

--

5. **Proposed Rate:** This will be negotiated. Indicate proposed rate per hour / session or per student.

--

6. **Staff Providing Program:** List all staff from your organization that will be providing program to YouthQuest. Name and Phone number.

1.
2.
3.
4.

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

--