

**Young Leadership Council  
Request for Proposal  
Public High School Partner for College Admissions Project  
March 16, 2015**

**Request for Proposal:** The Young Leadership Council (YLC) desires to enter into a Cooperative Endeavor Agreement with a New Orleans public high school to administer the College Admissions Project (CAP) to provide college admissions assistance to the school’s senior students.

**Instructions:** Applicants shall deliver signed proposals to the YLC Office, 1840 Euterpe Street, New Orleans, LA 70113 (directed attention: College Admissions Project) or via email to [cap@ylnola.org](mailto:cap@ylnola.org) (subject line Partner for College Admissions Project), no later than 5PM CST on Friday, April 10, 2015 as follows:

1. Applicants shall provide an original and digitally signed proposal on a flash drive or scanned copy via email, marked Partner for College Admissions Project;
2. Applicants shall provide a signed cover letter including the school’s name, address, and primary contact for the proposal. The primary contact information shall include submitter’s name, telephone number, and email address.

Proposals should clearly demonstrate the applicant’s commitment to perform the required responsibilities and attend all factors applicable in a professional relationship. Copies of the solicitation and related information are available on the YLC’s website: [www.ylnola.org](http://www.ylnola.org).

The YLC will not accept proposals submitted by fax. All proposals must be received by the YLC on or before the Delivery Deadline of 5PM CST on April 10, 2015. The YLC will not accept proposals delivered after the deadline.

**Anticipated Proposal Timetable**

RFP Release	March 16, 2015
Proposal Submissions	April 10, 2015
Evaluation Committee Selection Period	April 11 - 24, 2015
Notification	May 8, 2015

This RFP may be withdrawn by the YLC, without any obligation or continuing obligation of the YLC, at the sole discretion of the YLC without cause and without notice. *Any information submitted to the YLC will be held confidential and will not be available for review or inspection. The evaluation and selection will be made in the sole and exclusive discretion of the YLC.* Please direct all questions related to the RFP prior to submission of the proposal to [cap@ylnola.org](mailto:cap@ylnola.org).

## **Request for Proposal - Public High School Partner for College Admissions Project**

### *Young Leadership Council*

The Young Leadership Council (YLC) is a non-profit, non-partisan civic organization created to develop leadership through community projects.

Through volunteer-created community projects, the YLC recruits and retains young professionals to New Orleans and has a positive impact on the quality of life in the region. The oldest, independent YPO (young professionals' organization) in the country, the YLC has raised more than \$25 million to support community projects in and around the New Orleans area since 1986.

The YLC has more than 1,300 member-volunteers and is led by a 25-member Board of Directors and four staff members. Each community initiative is led by one or more volunteer project leaders.

### *College Admissions Project*

The College Admissions Project (CAP), a project of the YLC, is a volunteer mentoring program providing individualized college admissions guidance to low-income or first-generation college students in New Orleans public high schools. Established in 2007, CAP is committed to increasing college enrollment and improving educational outcomes for New Orleans public high school students.

Students in their senior year are matched with YLC members as their volunteer "guides." Guides meet with their students regularly to draft a college wish list, discuss application deadlines, provide ACT prep, edit essays, file for FAFSA, and search for and apply to scholarships. Guides are trained on the college admissions process and are supported by a volunteer administrative team.

Since the 2007-2008 academic year, CAP has assisted 450 students with their college applications from International, Sophie B. Wright, and Warren Easton Charter High Schools.

In the 2015- 2016 academic year CAP seeking to partner with up to 3 public high schools to provide college admissions assistance for up to 15 of the school's seniors.

CAP intends to provide up to 15 volunteers to serve as college admissions guides and a CAP administrative team liaison to work with the school's designated staff to facilitate the program. In addition to 1-on-1 college admissions support for students, CAP may provide additional services, including but not limited to ACT preparation materials, college application fee waivers, one school laptop, college tours, and college admissions evaluation data. CAP may also provide a stipend per semester to designated staff at the school assisting in the facilitation of the CAP program.

A partnering public high school's responsibilities include but are not limited to:

- Designating a member of the school's faculty or professional staff to serve as the CAP liaison;
- Distributing and collecting CAP applications from the school's 12<sup>th</sup> grade students who have the greatest potential to benefit from the program;
- Identifying 15 students to participate in CAP with GPAs between 2.2 – 3.5;

- Providing a facility and resources, including but not limited to a computer lab, library, and/or meeting room at the school to conduct CAP events;
- In coordination with CAP, assisting in planning and scheduling all CAP events held at the school, including but not limited to an initial information session, a meet-and-greet for the guides and students, and on-campus monthly meetings;
- Photographing CAP events and sharing all photographs with CAP;
- Assisting in the collection of all CAP-related documentation, including but not limited to contact information, record forms, and evaluations; and
- Provide a school faculty or professional staff member to attend the fall college tour.

### *Eligible Applicants*

An eligible applicant must be an Orleans Parish public high school with a population of low-income or first-generation college students. An Orleans Parish public high school includes traditional public schools and all types of public charter schools in the parish.

### *Proposals*

Please address the following in your proposal:

- **Statement of Need**

Present the facts and evidence that demonstrate how CAP's services would benefit the applicant's public high school. The statement of need should demonstrate the school's understanding of the objective of CAP and, if available, specify the percentage of eligible student population that would qualify for CAP services (low-income or first-generation college students) and any historical data on students' college admissions acceptance.

- **Organizational Capacity**

Describe in detail your school's capacity to administer the program as outlined for partnering public high schools responsibilities. Please include information on the likely school faculty or professional staff who would serve as the CAP liaison.

- **Partnerships and Linkages**

Describe the partnerships and linkages with other non-profit, community, educational, or college admissions programs currently being administered at your school. Please provide detailed information on all partners including the resources and services the partners provide. Provide information on any non-formal linkages with public and/or private entities that support high school matriculation and college admissions at your school.

### *Selection*

Each proposal will be evaluated by a committee consisting of CAP administrative team members, YLC board members, and YLC staff. The Selection Committee will evaluate the proposals based upon the applicant school's need, organizational capacity, and fit with CAP's mission and vision. Please include any additional information that you believe may be important to the consideration of the applicant school's potential for partnering with the CAP program.