



**REQUEST FOR PROPOSAL FOR CONTRACTORS**  
**Project: Professional Learning for Afterschool Professionals**

**About Vermont Afterschool**

[Vermont Afterschool \(VTA\)](#) is a 501(c)(3) statewide nonprofit organization dedicated to ensuring that the children and youth in every Vermont community are able to benefit from the power of afterschool, summer learning, and third space programs during the out-of-school time hours. We believe that young people make a better Vermont and all children and youth in Vermont have the right to opportunities that will help them grow into happy and healthy adults.

VTA's dedicated staff serve the organization's mission by:

- Strengthening third-space programs and professionals through a broad array of quality learning opportunities and professional development;
- Expanding access to third-space programs to meet the needs of working families; and;
- Empowering youth by supporting youth voice and engagement, and ensuring all youth have opportunities to build protective factors, develop workforce and life skills, receive academic support, and pursue their career aspirations.

VTA works with the Agency of Education to provide professional learning opportunities for 21<sup>st</sup> Century Community Learning Center (21C) project directors and other leaders during statewide in-person and virtual meetings throughout the 2025–2026 school year.

Goals:

- To support improved center or program quality within 21<sup>st</sup> Century Community Learning Centers, resulting in improved services and outcomes
- To support leadership development through content delivery, coaching, technical assistance, and quality professional development approaches
- To promote networking of afterschool professionals, including sharing expertise and leveraging participant knowledge to the benefit of the group

**Project Overview**

VTA seeks proposals for coaches to facilitate professional learning project strands in exciting and innovative content areas:

- Services:
  - Provide new information or resources and elicit expertise from participants related to the proposed content area that can be applied in professional practice as leaders or in youth programming. Examples could include topics related to advanced leadership and management, project management, youth mental health, supporting youth with special needs, quality programming (based in literacy, math, STEAM, arts, movement, etc.), AI, marketing/communication, evaluation, brain research, family engagement, to name a few.
  - Support the learning and exploration of the topic with written materials, including digital, print (books or articles), etc.
  - Identify a project statement and outcomes to be accomplished as a whole including through each individual participant's related project implementation.
  
- Timeline:
  - Three 2-hour in-person meetings, approximately 10:00 AM to noon, on the following dates:
    - September 26 at the Capital Plaza in Montpelier, VT
    - December 12 at the Killington Grand Resort in Killington, VT
    - March 6 at the Lake Morey Resort in Fairlee, VT
  - Two 90-minute virtual meetings via Zoom, 9:00 AM to 10:30 AM on the following dates:
    - January 16
    - February 13
  - Individualized coaching and progress check-ins, 30 minutes per person, up to 12 people,

VTA will serve as the coordinator of this project, with one staff member who will manage logistics and communication with the contractors. The contractor will be responsible for creating content, between-meeting communication with participants, and providing all materials needed.

### **Timeline (estimated)**

- RFP released – Friday, June 27, 2025
- Proposal deadline – Friday, July 18, 2025
- Proposal approval/estimated contract date – No later than Friday, August 1, 2025
- Project strands announced to 21C leaders – August 15, 2025
- Three 2-hour in-person meetings, approximately 10:00 AM to noon, on the following dates:
  - September 26 at the Capital Plaza in Montpelier, VT
  - December 12 at the Killington Grand Resort in Killington, VT
  - March 6 at the Lake Morey Resort in Fairlee, VT
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  - January 16
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## **Compensation**

Coaches can be hired to work with Vermont Afterschool through one of three avenues:

- Individuals hired as employees.
- Consultants with an established business under a contract.
- Partnership organizations through an MOA or contract.

## **Proposal Request**

1. Provide a brief bio of yourself, or overview of your company or business.
2. Provide samples of work relevant to this project, examples (if available), and references from previous clients or those you have worked with.
3. Discuss your or your company's experience with projects like this, including qualifications that make you a viable candidate for providing support to afterschool programs, and experience in facilitating professional collaborative learning experiences.
4. List the capabilities, assets, and resources you or your company will bring to bear on this project.
5. Itemized and total cost for specified services.

**Please submit your proposal electronically to Nicole Miller at Vermont Afterschool ([nicole@vermontafterschool.org](mailto:nicole@vermontafterschool.org)) by no later than Friday, July 18, 2025.**