



Cityspan Web-based Proposal Training Manual

School Year 2010- 2011

Sports Coaching & Officiating Instructors

&

Sports Initiative Instructors

Proposal Due Date

Monday, May 3, 2010 5:00 PM

Only completed proposals will be accepted.

I: INTRODUCTION	3
II: GETTING STARTED	3
III: DEVELOPING YOUR PROPOSAL	4
CREATING A NEW PROPOSAL	4
FORM 1: CONTACT INFORMATION	7
FORM 2: PROGRAM LOGISTICS	9
FORM 3: QUESTIONS	10
FORM 4: WEEKLY PROGRAM PLAN AND FORM 5: FINANCIAL QUESTIONS	11
SUBMIT PROPOSAL	12
IV. FREQUENTLY ASKED QUESTIONS	13

I: INTRODUCTION

Welcome to the new **After School Matters (ASM)** Cityspan Proposal process! In an effort to streamline sports instructor applications, **ASM** and The Chicago Park District have developed a web-based system for completing applications and submitting resumes.

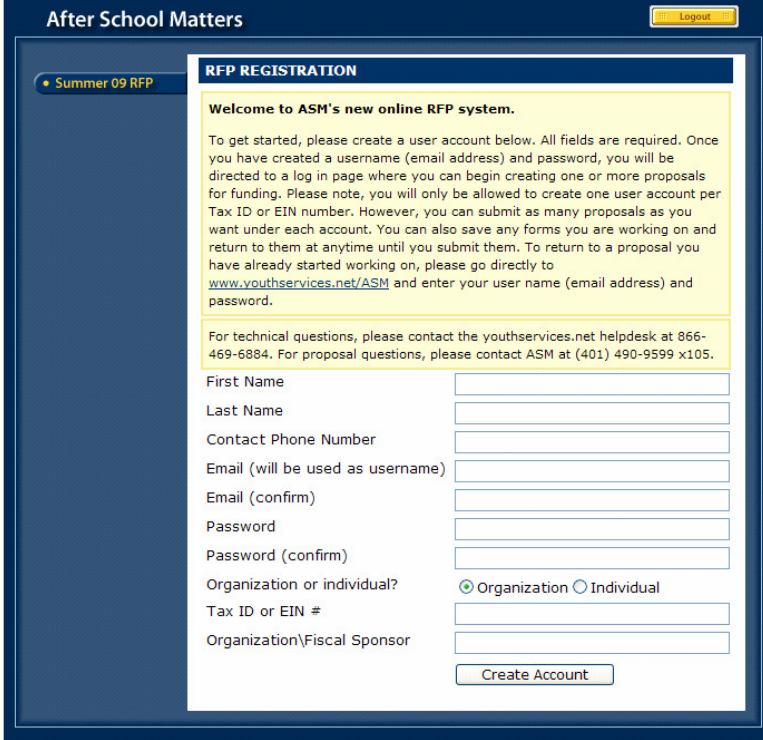
This manual provides step-by-step instructions for the on-line process and should be used in conjunction with the Sports 37 Application Request document, which provides more program-based information about completing your application.

As you complete your proposal online, please direct all technical questions to the Cityspan Help Desk at (866) 469-6884. All proposal content questions should be directed to Toby Emms at (312) 742-1446.

II: GETTING STARTED

System Requirements: Internet Explorer version 6 (or higher) OR Firefox version 3 (or higher). You should also have the latest version of Adobe Reader installed (currently version 9). Note: there are free upgrades to the latest versions of both Firefox and Adobe Reader.

Go to: <http://www.youthservices.net/asm/registration.asp> to create an account.



The screenshot shows the 'After School Matters' web application interface. At the top, there is a 'Logout' button. Below it, a navigation menu includes 'Summer 09 RFP'. The main content area is titled 'RFP REGISTRATION' and contains a welcome message: 'Welcome to ASM's new online RFP system.' The message explains the registration process, including the requirement to create a user account with a unique email address and password, and provides contact information for technical and proposal questions. Below the text is a registration form with the following fields: First Name, Last Name, Contact Phone Number, Email (will be used as username), Email (confirm), Password, Password (confirm), Organization or individual? (with radio buttons for Organization and Individual), Tax ID or EIN #, and Organization\Fiscal Sponsor. A 'Create Account' button is located at the bottom of the form.

Account Creation Instructions

To create an account, enter the following information:

- Your Name
- Your Phone Number
- Your E-mail – this will be your username when logging into the system
- Create a Password – must be at least 10 characters
- Select “Individual”
- Skip “Tax ID or EIN”

- Skip "Organization\Fiscal Sponsor"

Click "Create Account." If there were any errors, you will be asked to re-enter information. Otherwise, a message will display "Successful Registration. Please login now with your e-mail address and password." Click the login link.

Enter your e-mail in the username box and the password that you created.

After you create an account, use the following link to access the system: <http://www.youthservices.net/asm/>

You are now ready to begin!

III: DEVELOPING YOUR PROPOSAL

Creating a New Proposal

When you log in, you will land on the FY10 RFP page, which defaults to the SCHOOL YEAR RFP. Click on the arrow from that drop-down, and select "CPD." From the CPD page, you will see a "new proposal" that you can begin editing.

Once you click into the proposal, you will see a screen like the one below. Applications consist of a set of forms to be completed.

- **Contact Information** – your contact information and details of your work history
- **Program Logistics** – details where and when you would like to be an instructor
- **Questions** – information on how you would implement the program
- **Weekly Program Plan** – acknowledgement of the requirement to complete daily lesson plans
- **Financial Questions** – confirming an understanding of contract requirements

After School Matters Logout

RFP Return

Thank you for your interest in After School Matters (ASM). Please use the forms below to complete your proposal. You must complete Forms 1 and 2 first; then you will have access to work on the remaining Forms in any order. All forms must be submitted by May 3, 2010 at 5:00pm CST.

Form 1: Contact Information	Edit	Not Submitted
Form 2: Program Logistics	Edit	Not Submitted
Form 3: Questions	Edit	Not Submitted
Form 4: Weekly Program Plan	Edit	Not Submitted
Form 5: Financial Questions	Edit	Not Submitted

Status: Not complete
Please submit the forms marked 'Not Submitted'.

All of the RFP forms above must be submitted by May 3, 2010 at 5:00pm CST.

[Condensed Proposal](#)

You can work on the forms in any order you like. To access a form, click on the Edit button.

On each form, you will see a red or green header at the top of the screen. This is the indicator of whether or not all required fields are complete. If the header is red, there are still required fields to complete. If the header is green, all required fields are complete. All required fields will display with a red line to the left of the item.

After School Matters Logout

CONTACT Cancel Save Save & Return Submit

Your form is still incomplete. Please complete all required fields.

Instructor 1

First Name	Last Name	Email
Johnny	Basketball	

After School Matters Logout

CONTACT Cancel Save Save & Return Submit

Your form is ready to submit.

You can save a form at anytime, whether all fields are complete or not. You will not be able to submit until all required fields are complete.



Note: Once you submit a form, you cannot edit the form.

You will see the following buttons in the upper right corner of the form:

- Click **Cancel** to return to the previous screen without saving.
- Click **Save** to save your entries.
- Click **Save & Return** to save your information and return to the previous screen.
- Click **Submit** once you have completed all information on this form. Once you submit a form, you cannot edit the form. A pop-up message will ask if you are sure you want to submit final. Click "OK" (or "Cancel" to return).

Form 1: Contact Information

Click "Edit" next to Form 1: Contact Information. You must provide the following contact information:

- Instructor First Name / Last Name
- Instructor Address
- Instructor Phone Number: at least one of the following (home, work, cell)
- Instructor E-mail

In addition to contact information, the following background information should be provided for each instructor:

- Profession
- Number of years in profession
- Number of years working with youth
- Highest degree completed
- Number of years working in the program content area field (e.g. Business, Science, etc)
- Other Professional or Youth Development related coursework or enrichment (workshops, professional development, conferences, classes, etc.)
- Certifications/Associations/Awards
- Sports and sports-related initiatives you are qualified to teach
- Have you previously worked with **After School Matters (ASM)**?
- Have you previously worked with the Chicago Park District or the Chicago Public School?

Instructor Documents

- **Instructor resume** – this must be uploaded. Microsoft Word and PDF files are preferred. See the previous page for instructions on uploading a file.
- **Instructor work samples** – e.g. slides, photographs, papers, portfolios, video, audio, curricula. This is optional.

To upload a file from your computer:

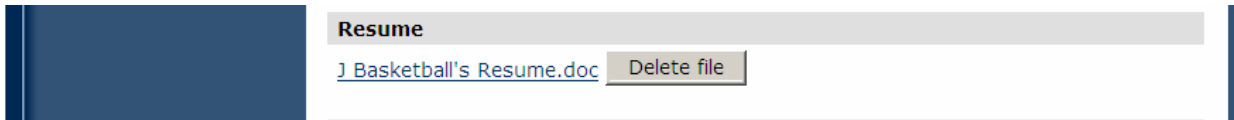
1. click on the "upload file" link. You will get a pop-up window.
2. Click "Browse" to find where the file is saved on your computer.
3. Then click "Upload."

The screenshot shows a web interface for uploading documents. On the left, a dark blue sidebar contains a red arrow labeled '1' pointing to the 'upload file' link under the 'Resume' section. The main content area has a table for 'ASM partners' with columns for '(approximate)' and 'Start Date'. Below the table are sections for 'Resume' and 'Work Samples', each with an 'upload file' link. On the right, a pop-up window titled 'Upload a file' is open. It has a 'File:' field with a 'Browse...' button (indicated by red arrow '2') and an 'Upload' button (indicated by red arrow '3').



Note: Do not exit this screen until the window closes and the name of the file displays on the screen to ensure your document has been added to the system.

After the upload is complete, you will see the name of the file listed. If you want to replace this file, you must first delete the file that is uploaded. Then you can upload a new file.



Note: Depending on the speed of your internet connection and the size of your files, uploading documents may take a long time. For work sample documents, please follow the guidelines below.

- Pictures: 2-3 pictures maximum / 3 MB per file maximum
- Audio: 1 minute of audio maximum / 1 MB maximum
- Video: you are encouraged to mail in DVDs instead of uploading, because the file size is typically very large. If you do upload, the maximum file size is 5 MB.

You can save and return to this form at any time. After you enter all required fields, you may submit the form. However, you cannot edit the form after it is submitted.



Note: In some cases, you will need to click “Save” for the system to recognize that you have completed required fields and for the red/green message on the top to update. To check if you have completed all required fields, click “Save.” Any required fields that are not complete will display a red line to the left of them.

You will see the following buttons in the upper right corner of the form:

- Click **Cancel** to return to the previous screen without saving.
- Click **Save** to save your entries.
- Click **Save & Return** to save your information and return to the previous screen.
- Click **Submit** once you have completed all information on this form. Once you submit a form, you cannot edit the form.

Form 2: Program Logistics

Click edit next to Form 2: Program Logistics to enter information in this form.

After School Matters Logout

PROGRAM LOGISTICS Cancel Save Save & Return Submit

Your form is ready to submit.

First Region Preference

Region 3

Select other Regions where you would be willing to run your program.

Region 1
 Region 2
 Region 3
 Region 4
 Region 5
 Region 6

Availability
Indicate the times you are available to implement the proposed program. Specific schedules will be determined in collaboration with the schools.

Days and Times of Program

	Start Time	End Time
Monday	2:00 PM	8:00 PM
Tuesday	2:00 PM	8:00 PM

Under “First Region Preference,” select the Region in which you would most like to be placed as an instructor from the drop down. Then, check the box beside any other Regions where you would be willing to work if your first choice is not available. Refer to the Sports 37 Application Request document for details on Regional boundaries and sites.

Under “Availability” select a start and end time from the drop downs of times (in 15-minute increments) to indicate when you will be available to instructor programs. Refer to the Sports 37 Application Request document for details on maximum hours by program model. You should enter as many hours as you are available even if it is more than the hours required to implement a program, as your specific schedule will be determined later.

You can save and return to this form at any time. After you enter all required fields, you may submit the form. However, you cannot edit the form after it is submitted.



Note: In some cases, you will need to click “Save” for the system to recognize that you have completed required fields and for the red/green message on the top to update. To check if you have completed all required fields, click “Save.” Any required fields that are not complete will display a red line to the left.

You will see the following buttons in the upper right corner of the form:

- Click **Cancel** to return to the previous screen without saving.
- Click **Save** to save your entries.
- Click **Save & Return** to save your information and return to the previous screen.
- Click **Submit** once you have completed all information on this form. Once you submit a form, you cannot edit the form.

Form 3: Questions

Click "Edit" next to Form 3: Questions Form.

In this form, you will answer the following questions by typing in the space provided in the system. Each text box has a character maximum. For some questions, you will see this count down once you start typing in the text box.



Helpful Hint: The system does not have a spell check function. Therefore, we suggest that you create a Word document to develop your answers to the questions. Then, you can copy and paste your answers in the text boxes. The questions and character maximums are included below.

You can save and return to this form at any time. After you enter all required fields, you may submit the form. However, you cannot edit the form after it is submitted.



Note: In some cases, you will need to click "Save" for the system to recognize that you have completed required fields and for the red/green message on the top to update. To "check" if you have completed all required fields, click "Save." Any required fields that are not complete will display a red line to the left.

You will see the following buttons in the upper right corner of the form:

- Click **Cancel** to return to the previous screen without saving.
- Click **Save** to save your entries.
- Click **Save & Return** to save your information and return to the previous screen.
- Click **Submit** once you have completed all information on this form. Once you submit a form, you cannot edit the form.

Form 4: Weekly Program Plan and Form 5: Financial Questions

Click "Edit" next to Form 4: Weekly Program Plan or Form 5: Financial Questions. On each, you need simply check the box confirming alignment to the statement shown. Refer to the Sports 37 Application Request document for more information on either topic.

Form 4

The screenshot shows the 'After School Matters' web application interface. On the left is a navigation menu with 'FY10 RFP', 'Issue Tracker', and 'Admin List'. The main content area is titled 'WEEKLY PROGRAM PLAN' and features a 'Logout' button in the top right. Below the title are buttons for 'Cancel', 'Save', 'Save & Return', and 'Submit'. A green bar contains the text 'Your form is ready to submit.' Below this is a text block: 'By checking the box below, you acknowledge the following: I understand that if I am selected to instruct a program, I will be responsible for developing and submitting daily lesson plans for program based on the curriculum that will be provided by the Chicago Park District.' A checkbox is checked below the text.

Form 5

The screenshot shows the 'After School Matters' web application interface. On the left is a navigation menu with 'FY10 RFP', 'Issue Tracker', and 'Admin List'. The main content area is titled 'FINANCIAL QUESTIONS' and features a 'Logout' button in the top right. Below the title are buttons for 'Cancel', 'Save', 'Save & Return', and 'Submit'. A green bar contains the text 'Your form is ready to submit.' Below this is a text block: 'By checking the box below, you acknowledge the following: I have read and understand the Contract and Budgeting sections of the Sports 37 Application Request document, including the details of a complete contract packet.' A checkbox is checked below the text.

Once you have checked the box, you may click submit.

Submit Proposal

Your proposal is complete once all individual forms are submitted.

All forms must be submitted by May 3, 2010 at 5:00 PM in order to be considered. After you submit all forms, you will see a screen like the one below. The status is updated and marked Complete.



Note: You CANNOT edit forms once they are submitted!

Summer 09 RFP

RFP RETURN

After School Matters - FY09

Thank you for your interest in After School Matters (ASM). Please use the forms below to complete your proposal. You must complete Forms 1 and 2 first; then you will have access to work on the remaining Forms in any order. All forms must be submitted by Jan. 26, 2009 at 5:00pm CST.

Form 1: Initial	<input type="button" value="View"/>	Submitted
Form 2: Program Information	<input type="button" value="View"/>	Submitted
Form 3: Contact Information	<input type="button" value="View"/>	Submitted
Form 4: Program Logistics	<input type="button" value="View"/>	Submitted
Form 5: Questions	<input type="button" value="View"/>	Submitted
Form 6: Week-By-Week Planner ...	<input type="button" value="View"/>	Submitted
Form 7: Financial Questions	<input type="button" value="View"/>	Submitted

Status: Complete once ASM receives the following documents:

- PROOF_501c3_STATUS_MAIL
- WORK SAMPLES MAIL

[Click here for a printable copy \(PDF\) of your application.](#)
[Please click here to view and print your confirmation page. You should print a copy for your records. Also print a copy to use as the cover page for any documents that you are mailing to After School Matters.](#)

All of the RFP forms above must be submitted by Jan. 26, 2009 at 5:00pm CST.

Confirmation Page

You will also see a link to view and print a confirmation page. You should print a copy for your records.

Print Proposal

You can generate a PDF version of your application to view and or print. Click the link, "Click here for a printable copy (PDF) of your application." A new window will open with the full proposal. To print this document, select File → Print from your browser menu.

You can access the links to your proposal and confirmation page at any time.

IV. Frequently Asked Questions

1. Who do I call for help?

For system related issues or questions, contact the Cityspan Help Desk.

Cityspan helpdesk contact info:

Monday through Friday

8 am - 5 pm Pacific Time (10 am - 7 pm Central Time)

Phone: 866-469-6884

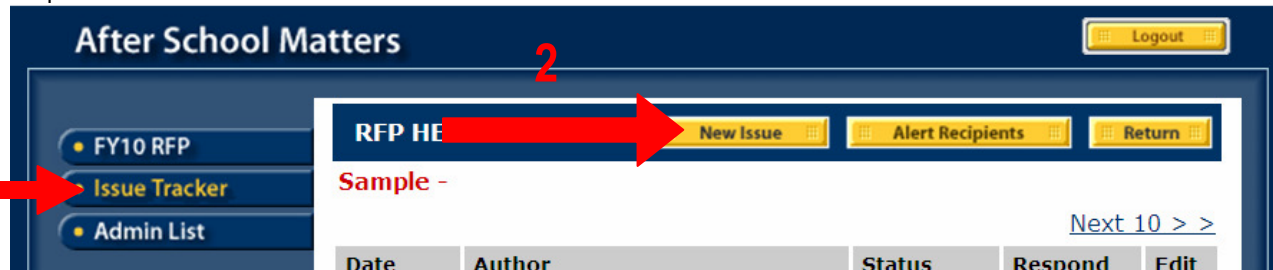
All proposal content questions should be directed to Toby Emms at (312) 742-1446.

You may also post a message to Cityspan/**After School Matters (ASM)** staff:

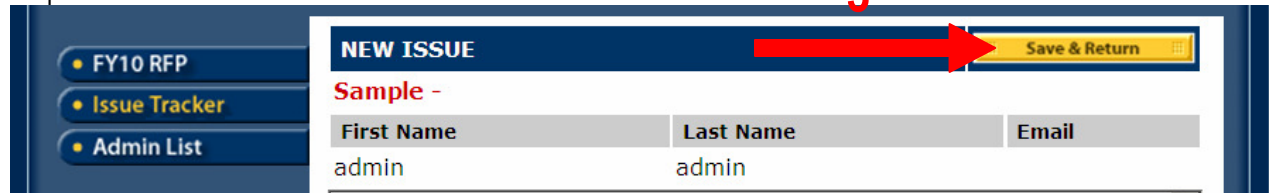
1. Click on "Issue Tracker" on the left menu when you are logged into the system.
2. Click "New Issue."
3. Enter your question in the text box and click "Save & Return."

Someone will respond to you within 2 business days. The response will be posted under issue tracker within the system, and sent in an e-mail to you.

Steps 1&2



Step 3



2. What is Cityspan?

Cityspan is a software development firm providing web-based client participant tracking and management solutions to public agencies, nonprofit organizations and foundations.

3. Will the information we enter be secure?

Yes, your information will be secure. Each applicant will have a login and password that will limit their access to the system to see only their organization's data. **After School Matters (ASM)** / the Chicago Park District and Cityspan will have access to view all applicant data to help support/trouble shoot issues. Cityspan has signed a confidentiality agreement and will not share/show the data to any third party.

4. Do I need to resubmit documentation if I have worked with ASM before (e.g. resume)?

Yes.

5. Do I still need to mail in copies of what I submit online?

No, you do not need to mail in a separate proposal. **ASM** will receive your application through the web-based system.