



Best Buy Teen Tech Center REQUEST FOR PROPOSALS

Proposals will be evaluated and competitively ranked by a review committee from Best Buy and The Clubhouse Network, The Annenberg Foundation, and the Greater LA Education Foundation. The review committee may choose to conduct a site visit as part of the selection process. The overall comprehensiveness, quality, and clarity of the proposal will be reviewed. Please address each requirement below.

Mission & Strategic Direction (500 word maximum)

Statement of Community-Based Organization's mission and strategic direction:

1. Describe how a Best Buy Teen Tech Center can help achieve your current and future objectives.
2. Describe how you expect your participation would contribute to the success of the Best Buy Teen Tech Center program, as well as serve as part of The Clubhouse Network.
3. Describe your interest and participation in the LA Community Impact hub community of practice and programming.
4. Describe how you could work collaboratively with other agencies as part of the Los Angeles Community Impact Hub.

Support for Teens (500 word maximum)

1. Describe how your organization reaches and supports young people. Include number of youth served, related demographic data (e.g., ages served, gender mix, % on free and reduced price lunch program), hours of operation, and schedule of activities.
2. Specifically describe successful engagement with economically disadvantaged and diverse populations.
3. Provide a brief overview of the programs you currently offer to youth.
4. Describe how a Best Buy Teen Tech Center would support the development of youth at your organization.
5. Describe leadership opportunities for youth within your organization, as well as the role of youth in planning and implementing programs and activities.
6. Describe how your organization supported teen participants during and through the COVID 19 pandemic, including any relevant data your organization may have.

Program Information & Commitment to Learning Approach (500 word maximum)

1. Describe experience with informal learning environments, or willingness to engage your organization in new learning approaches.
2. Describe your experience with using technology as a learning tool.
3. Describe your plan for staffing the Best Buy Teen Tech Center. (Experience of existing staff or selection criteria for the Coordinator)
4. Give examples of prior experience with program evaluation.
5. What are the primary metrics that you track for your current programs? How do you monitor data and track key performance indicators?
6. Do you track specific subgroups of students (for example system involved youth, students experiencing homelessness, or students learning English)?



Operational Infrastructure (500 word maximum)

1. Describe the proposed Best Buy Teen Tech Center location and space. Explain how you plan to pay for any construction costs or facility renovation required.
2. Give examples of how your organization utilizes technology in your operations including infrastructure and ongoing support.
3. Describe planned or existing security infrastructure for a Best Buy Teen Tech Center.

Community Relations & Sustainability (500 word maximum)

1. Describe your organization's commitment to inclusion, diversity, and equity. Provide percentages of your Board of Directors, executive leadership, and senior level management who are Black, Indigenous, or People of Color.
2. Describe your volunteerism program.
3. Describe your organization's support and reputation in the community and how you plan to maintain positive visibility of the program.
4. Give examples of collaboration with organizations in the community.
5. Describe how you would develop financial and community support to help sustain the Best Buy Teen Tech Center beyond the initial funding period.

REQUIRED ATTACHMENTS:

Organizational Information

1. Cover letter that includes signatures of authorizing officials and the Executive Director.
2. Resumes and/or biographies of current key staff that will be working on this project, including the executive director and proposed Teen Tech Center Coordinator (if applicable).
3. Photos of the proposed location and layout for the Teen Tech Center.
4. Three letters of recommendation that support your collaborative efforts in the community.
5. List of organization's Board of Directors, if applicable.
6. List of major funders and any funding that was received from Best Buy previously.

Budget Information

1. Organizational operating budget for two years.
2. Most recent financial statement, audited if available.
3. Documentation of current tax-exempt status.

PROPOSAL REQUIREMENTS:

Proposal must be submitted no later than **5:00 p.m. PST on Friday, September 30, 2022.**

Proposals must be submitted electronically via [Google Forms](#).

Contingent Notification Date: November 21 to December 2, 2022.

Additional Information: corporate.bestbuy.com/teen-tech-centers