



REQUEST FOR PROPOSALS FOR EXPANDED LEARNING PROGRAM PROVIDERS

RFP No. 22-025

Request for Proposals Issued:	April 25, 2022
Deadline for Questions:	May 5, 2022
Addendum, if Applicable	May 9, 2022
Responses Due:	May 13, 2022

FIRM NAME: _____

**REQUEST FOR PROPOSALS
Expanded Learning Program Providers – 2022-23**

I. NOTICE OF RFP

Notice is hereby provided that the Twin Rivers Unified School District, located in McClellan, California (“District”) is requesting proposals from qualified firms to provide Expanded Learning/After School Programs for K8 students.

It is the desire of the District to select a Vendor that can meet or exceed the District's program requirements, and provide matching funding to maximize the quality of the program and reach the greatest number of students.

COVID-19 COMPLIANCE

The health and safety impacts of COVID-19 continue to evolve and change frequently. The District continues to adhere to all Federal, State and Local health directives and requirements to ensure the safety of students, staff and the community.

Given the current remote office format, please submit your proposal by email.

2022-23 PROPOSALS MUST BE SUBMITTED BY EMAIL ONLY

SUBMIT YOUR RESPONSE BY 3:00 P.M ON MAY 13, 2022 TO:

debra.gordon@twinriversusd.org

with cc to: wendi.cowan@twinriversusd.org

PROPOSALS MUST BE SUBMITTED USING THE FORM PROVIDED IN SEC. IV BELOW. ADDITIONALLY PLEASE SIGN AND RETURN THE FORMS IN APPENDIX 1.

The District intends to award contract(s) to one or more firms for single or multiple sites. Proposals will be evaluated and contracts awarded for 2022-23 based on the criteria in this RFP, to the firm(s) who, upon evaluation, best meet the needs of the students and sites. No interviews are planned.

II. OVERVIEW OF THE DISTRICT

The Twin Rivers Unified School District ("District") is a K-12 public school district located in northeastern Sacramento County with a 2021-22 enrollment of approximately 24,000 students. In 2008, four area school districts, Grant Joint Union High School District and the Rio Linda, North Sacramento and Del Paso Heights Elementary School Districts, unified to create the Twin Rivers Unified School District, serving the communities of North Sacramento, Del Paso Heights, Rio Linda, North Highlands and Foothill Farms. The district has four high schools, two junior high schools, three charter junior high schools, one creative arts junior high school, one technology academy (middle school grades), 30 elementary schools, two alternative schools, two adult schools and one special education preschool.

The District is in an economically diverse region characterized by a mix of residential development and light industry. Although there is a potential for growth, a moratorium has been placed on construction in the Natomas area. In terms of family income, all District students are currently eligible for Federal Free and Reduced price meals under the Federal Community Eligibility Provision. A seven member elected Board of Trustees oversees administration. Day-to-day leadership is provided by Superintendent Steven Martinez, Ed.D. who was appointed in July 1, 2013.

III. SCOPE OF SERVICES

Twin Rivers' after school Expanded Learning Program provides an opportunity to merge school reform strategies with community resources. The goal is to support local efforts to improve assistance to students and broaden the base of support for education in a safe, constructive environment.

Expanded Learning Programs must consist of the elements below and Expanded Learning Program staff must work closely with school site principals and staff to integrate both elements with the school's curriculum, instruction and learning support activities:

- **Academic Enhancement** - Activities may include tutorials, homework assistance, test preparation skills and college exposure/preparatory skills.
- **Skill Development** - Activities may include leadership, team building, conflict management, financial literacy and job readiness/career orientation skills.
- **Enrichment** - Activities may include recreation and sports, arts, dance, writing, career exploration and Science, Technology, Engineering and Mathematics (STEM) activities.
- **Service Learning/Community Involvement** - Activities may include citizenship, volunteerism, parental involvement, youth service learning projects and community service.
- **Family Engagement Activities**
- **Student/Staff Ratios:** A 20:1 student/staff ratio must be adhered to at all times based on the number of students enrolled. Site Lead/Coordinator/Program Managers may not be counted in the 20:1 student to staff ratio. Ratios calculated based on the numbers indicated in the table below.
- **Program Details:** Due to the evolving conditions surrounding the COVID 19 CDC/District guidelines, program structure and components are subject to change such as; in-person, virtual or a combination of both learning models. Must be prepared to provide services daily in alignment with the instructional model provided by the school and have the capacity to adapt to the daily circumstances.
- **Payment:** *Agency will be compensated using one of the following models:
 - **ADA Based Programs**
 - **K-8 PM Programs**
 - \$12.00 per student, per day
 - **Non-ADA Based Programs**
 - **K-12 AM Programs**
 - \$6.00 per student, per day
 - ****Staff Based Programs**
 - **K-12 PM Programs**
 - \$27.28 per hour per team lead
 - \$31.62 per hour per site coordinator/program manager

*Failure to provide the required contracted staffing will result in a \$150 deduction per staff member per day.
- **Staff work Calendar:**
 - 180 school days
 - Additional staff work days (minimum of 6 days for Open/Closing Program)
 - Minimum of 120 hours training/PD including District specific PD dates (Calendar TBD)
 - 13 Paid Holidays (Labor Day, Veterans Day, Thanksgiving Break (3 days), Winter Break (4 days), MLK Day, President's Days (2 days), Memorial Day)

Number of students and staff requirements are subject to change based on funding availability.

School Name	AM ADA Target	Number of Staff AM	AM Contract Amount	PM ADA Target	*Number of Staff PM	PM Contract Amount	Maximum Contract Award Amount
CCAA K-6	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
D. W. Babcock Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Del Paso Heights Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Dry Creek Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Fairbanks Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Foothill Oaks Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Foothill Ranch Middle	40	2 team leads	\$43,200	80	4 team leads/1 coord.	\$ 172,800	\$216,000.00
Frontier Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Garden Valley Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Hagginwood Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Hazel Strauch Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Hillsdale Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Kohler Elementary	40	2 team leads	\$43,200	120	6 team leads/1 coord.	\$ 259,200	\$302,400.00
Las Palmas Elementary	40	2 team leads	\$43,200	120	6 team leads/1 coord.	\$ 259,200	\$302,400.00
Madison Elementary	40	2 team leads	\$43,200	120	6 team leads/1 coord.	\$ 259,200	\$302,400.00
Martin Luther King Jr. Technology Academy	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Michael J. Castori Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Northwood Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Norwood Junior High	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Oakdale Elementary	40	2 team leads	\$43,200	120	6 team leads/1 coord.	\$ 259,200	\$302,400.00
Orchard Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Pioneer Elementary	40	2 team leads	\$43,200	120	6 team leads/1 coord.	\$ 259,200	\$302,400.00
Regency Park	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Ridgepoint Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Rio Linda Preparatory Academy	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Rio Tierra Junior High	40	2 team leads	\$43,200	80	4 team leads/1 coord.	\$ 151,200	\$189,000.00
Sierra View Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Smythe Academy of Arts and Sciences	40	2 team leads	\$43,200	120	6 team leads/1 coord.	\$ 259,200	\$302,400.00
Village Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Warren A. Allison Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00
Woodridge Elementary	40	2 team leads	\$43,200	100	5 team leads/1 coord.	\$ 216,000	\$259,200.00

****Requesting proposals for staff-based sites listed below**

School Name	Number of Student AM	Number of Staff AM	AM Contract Amount	Number of Students PM	*Number of Staff PM	PM Contract Amount	Maximum Contract Award Amount
Frederick Joyce Elementary	40	2 team leads	\$43,200	120	6 team leads	\$ 166,217	\$209,417.00
Westside Elementary	40	2 team leads	\$43,200	100	2 team leads	\$ 55,406	\$98,606.00
Woodlake Elementary	40	2 team leads	\$43,200	100	5 team leads	\$ 138,515	\$181,715.00
Foothill High School	60	3 team leads	\$64,800	60	3 team leads/1 coord.	\$ 138,507	\$203,307.00
Grant High School	60	3 team leads	\$64,800	60	3 team leads/1 coord.	\$ 138,507	\$203,307.00
Highlands High School	60	3 team leads	\$64,800	60	3 team leads/1 coord.	\$ 138,507	\$203,307.00
Rio Linda High School	60	3 team leads	\$64,800	60	3 team leads/1 coord.	\$ 138,507	\$203,307.00

IV. PROPOSAL SUBMISSION

PROPOSALS MUST BE SUBMITTED ON THIS RFP FORM. PLEASE FILL IN YOUR NAME ON THE TITLE PAGE AND COMPLETE ALL SECTIONS. PLEASE ONLY SUBMIT ATTACHMENTS AS REQUESTED WITHIN. SIGN AND RETURN THE ENCLOSED DISTRICT FORMS (APPENDIX 2). **PROPOSALS MUST BE EMAILED (NOT DELIVERED PERSONALLY) NO LATER THAN MAY 13, 2022 TO THE FOLLOWING:**

debra.gordon@twinriversusd.org with cc to: wendi.cowan@twinriversusd.org

PROVIDE YOUR RESPONSES ON A SEPARATE COPY TO THE FOLLOWING QUESTIONS:

(Limited to 5 pages)

1. List site(s) you are proposing to serve?
2. Please summarize your past, *successful experience* in providing before-school, after-school and summer supplemental programs for Twin Rivers USD.
3. Describe the elements of high quality programming that will be addressed and incorporated into the design of the program.
4. Describe your Agency's capacity to hire, train and retain high quality staff.
5. Describe the staff development/training opportunities *your agency* provides for all staff. Indicate the minimum hours of staff development/training that staff are required to complete for a school year.
6. Describe your strategy to retain 90% or better of average daily attendance at a single site.
7. How will program schedules and offerings be designed to encourage and support regular participation among students?
8. Describe the specific responsibilities/roles/duties of your Site Lead/Coordinator/Program Managers to be placed at the school site(s). Indicate the daily work hours, minimum hiring qualifications and any additional responsibilities outside of the Expanded Learning program hours.
9. Describe your Agency's systems of support dedicated to the programs and list specifically the position within your agency that directly supports the Site Lead/Coordinator/Program Managers.
10. Describe the measures that will be taken by your agency to ensure that all required program documentation is accurate, complete and submitted by required deadlines. How is student daily and monthly attendance verified for accuracy by your agency?
11. Attach up to three letters of collaboration/commitment from primary partners or sponsors (separate sheets).
12. For non-profit agencies, please attach (separate sheets):
 - a. A copy of your 501(c)(3) determination letter from the IRS
 - b. If agency's operating budget is more than \$100,000, provide a copy of the most recent annual audit
 - c. If agency's operating budget is less than \$100,000, provide a copy of a financial statement documenting one year's fiscal activity, reviewed or compiled by a CPA
 - d. Proof of insurance
13. **Cost:** Please provide an **itemized budget** for your program, including cost of program components, materials, salaries (hourly rates for team leaders and site coordinators/program managers), administrative/overhead costs, and the amount of available matching funds (**separate sheet**)

V. QUESTIONS & ANSWERS/ADDENDA/PROPOSAL DUE DATE

Questions concerning this RFP may be submitted by email only no later than 3:00 p.m. May 5, to debra.gordon@twinriversusd.org. An Addendum, with summary of Q&A, if applicable, will be posted to the District website on or around May 9, 2022.

Proposals are due May 13, 2022 and must be submitted by email ONLY to:

debra.gordon@twinriversusd.org with cc to: wendi.cowan@twinriversusd.org

Your proposal submission and the District forms provided in this RFP must be signed. Digital/scanned signatures will be accepted.

VI. EVALUATION OF PROPOSALS

Proposals will be evaluated based on the following minimum criteria (not listed in the order of importance):

- A. Thoroughness of response this RFP (all sections completed, supporting info provided) – *15 points*
- B. Ability to meet or exceed District requirements - *15 points*
- C. Staffing ratios, recruitment, qualifications of Staff - *15 points*
- D. Agency has continuously demonstrated the willingness and ability to meet District goals and initiatives. Has past record of being flexible and creative to adapt program as needed. *20 points*
- E. Maintenance, accuracy and process of required documentation – *10 points*
- F. Past successful District Expanded Learning program – *15 points*
- G. Proposed budget and matching funds – *10 points*

The District reserves the right to:

- Select the firm that, in the District’s judgment, will best meet the District’s needs. Fees are an important factor, but will **not** be the sole factor in making a selection.
- Reject any and all proposals or to waive any non-statutory informality. The Board of Trustees further reserves the right to make the contract award deemed by the administration to be in the best interest of the District. The Board’s decision to accept or reject the contract shall be final.
- Award a contract, or portions of the whole, to more than one firm, renewable for an additional two years;
- Not to award a contract, either as a result of proposals received, or any other reason.

Proposals must be deemed responsive to this RFP to be considered for further review and evaluation. To be deemed responsive, the proposal must be received by the deadline, addressing all of the required elements.

All responsive proposals will be reviewed and evaluated by a District panel. (Interviews are not, but the District may request additional information from respondents.) Award of contract, if any, will be made upon the panel's review, conditional on final approval by the Twin Rivers Unified School District Board of Trustees. May 27, 2022 is the target date for completion of the selection process and June 14, 2022 for the Board award.

Thank you for your interest in serving the needs of Twin Rivers Unified School District. The District invites you to respond and looks forward to receiving your firm's proposal.

APPENDIX 1

DISTRICT REQUIRED FORMS

Offer to Enter Into Contract
General Terms and Conditions
Qualification Certification
Non-Collusion Declaration

OFFER TO ENTER INTO CONTRACT

The undersigned hereby proposes to enter into an agreement with the Twin Rivers Unified School District and to furnish services as described in this Request for Proposal.

Name and Address of Firm:

Name: _____

Address: _____

City and State: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Signature of Authorized Officer/Representative of Firm:

Authorized Signature: _____

Printed or typed name: _____

Title: _____

Date: _____

GENERAL TERMS AND CONDITIONS

1. **INSTRUCTIONS AND USE OF FORMS.** In order to preserve uniformity and to facilitate the award of contracts, Respondents shall complete and return the enclosed District-required forms with their proposals.

2. **ACCEPTANCE OR REJECTION OF RESPONSES.** The District reserves the right to reject any and all Responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified vendors. The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFP lacking in any respect or insufficient to meet the District's requirements and needs.

3. **PROPOSAL PROTESTS.** The following instructions must be followed by a Respondent who wishes to challenge the District's selection and award of any contract pursuant to this RFP:
 - a) Any protest must be submitted in writing to the Manager, Contract & E-Rate Services, Twin Rivers Unified School District, 3222 Winona Way, Suite 200, North Highlands, CA 95660, before 3:00 p.m. on May 18, 2022.
 - b) Only vendors who submitted a proposal in response to this RFP may file a protest.
 - c) Protests must contain the following specific information:
 - Protestor's name, address, tele. no. and email address;
 - Date on which protestor's Response was submitted to the District;
 - Protestor's *specific, detailed basis for the protest*, which must be *supported by facts and/or documentation*. Protests based on hearsay, feelings or opinions not supported by facts, will be deemed invalid.
 - d) The protestor shall send a copy of the initial protest document and any attached documentation to all other parties that may be affected financially by the outcome.
 - e) The District will review and evaluate the protest for validity, including, if required, review by outside counsel. The District and/or counsel will provide a response within ten (10) days of review of the protest letter.
 - f) If upon review, the proposal protest is found to be frivolous or lacking validity, the protest will be rejected and the protesting party may be deemed ineligible to participate in future District RFPs or contracts.

4. **ASSIGNMENT PROHIBITED.** No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the Board of Trustees.

5. **NO CONTACT WITH BOARD OF TRUSTEES.** *Respondents may not contact any member of the Twin Rivers USD Board of Trustees regarding this RFP unless specifically invited to an interview conducted by the Board.*

6. **NON-DISCRIMINATION.** The Twin Rivers Unified School District does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, sexual orientation, handicap, age, veterans status, medical condition as defined in Section 12926 of the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law. The District likewise prohibits discrimination by contractors and subcontractors, and may require the successful vendor(s) to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement, in compliance with Government Code 12990.

ACCEPTANCE OF GENERAL TERMS AND CONDITIONS

The undersigned hereby acknowledges receipt and acceptance of the above Terms and Conditions.

Name of Firm: _____

Authorized Signature and Date

Printed Name: _____

Title: _____



Qualification Certification

I, the undersigned, certify and declare, with specific reference to the California False Claims Act, Government Code sections 12650, *et seq.*, that I have reviewed all of the information presented in this submittal and know its contents. The matters stated in the submittal are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true.

I declare under penalty of perjury that the foregoing is true and correct.

Name: _____

Signature: _____

Title: _____

Name of Firm: _____

Date: _____



**NONCOLLUSION DECLARATION TO BE EXECUTED
AND RETURNED WITH PROPOSAL**
(Public Contract Code Section 7106)

_____deposes and says that
Authorized Representative

he/she is _____ of _____,
Title Name of Firm

the party providing the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the respondent has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal; that the respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the respondent has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member of agent thereof to effectuate a collusive or sham proposal.

Signature & Date

Typed Name