



**REQUEST FOR STATEMENTS
OF QUALIFICATIONS AND
PROPOSALS
FOR LUNCH & RECESS
PE-SOCIAL EMOTIONAL
LEARNING PROGRAM
PROVIDERS
RFP No. 22-027**

Request for Proposals Issued:	May 7, 2022
Deadline for Questions:	May 13, 2022
Addendum, if Applicable:	May 15, 2022
Deadline for Submittal of Proposals:	May 18, 2022

**REQUEST FOR STATEMENTS OF QUALIFICATIONS AND PROPOSALS
FOR PE/SOCIAL-EMOTIONAL LEARNING PROGRAM PROVIDERS
RFP 22-027**

I. NOTICE OF RFP

Notice is hereby provided that the Twin Rivers Unified School District, located in McClellan, California ("District") is requesting Statements of Qualifications and Proposals from qualified firms to provide lunch and recess PE/Social Emotional Learning Programs at District elementary school sites. It is the desire of the District to select one or more service providers that can meet or exceed the District's needs and requirements identified herein.

Qualified respondents are invited to email their responses (pdf format) no later than **3:00 p.m. on Wednesday May 18, 2022** to: debbie.gordon@twinriversusd.org. **NOTE: The District's gateway can only accommodate file sizes up to 20 Mb. If your proposal exceeds this size, please send it in more than one volume.**

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 approx. 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.

The districts serve 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, 90% of District students are currently eligible for Federal Free and Reduced price meals.

The district is governed by a seven member Board of Trustees and is under the day-to-day leadership of Steven Martinez, Ed.D. who was appointed District Superintendent effective July 1, 2013.

III. GENERAL INSTRUCTIONS and REQUIRED INFORMATION

Proposals must be clear, concise, complete, well organized and demonstrate both respondent's qualifications and ability to follow instructions. The quality of answers, not length of responses or visual exhibits is what is important in the proposal. Proposals may not be altered after submission to the District and should be reviewed for accuracy beforehand. The District will not be responsible for errors or omissions in any Proposals. The District reserves the right to reject any and all Proposals, or to waive any irregularities, or informalities in the Proposals. The submission of company literature and brochures is

generally discouraged. If pertinent for illustration of product, or for reference, you may include literature in an appendix. Responses should otherwise be submitted in print, and must be limited to the maximum number of pages indicated.

a. Signatures - Proposals must be signed by an authorized representative or officer of the firm. Please complete and return all District-required forms included in Appendix 1 with your proposal (Offer to Enter Into Contract; General Terms and Conditions; Qualification Certification; and Non-Collusion Affidavit.)

b. Q&A - Questions regarding this RFP may be submitted by email no later than May 13, 2022 to the following email address: debbie.gordon@twinriversusd.org

If applicable, an Addendum with summary Q&A will be posted to the District website by May 15, 2022.

c. District Required Forms – Your response must include the District Required Forms in Appendix 1: *Offer to Enter Into Contract; General Terms and Conditions; Qualification Certification and NonCollusion Declaration.*

d. Organizational History and Structure

Your proposal should include a description of your firm’s history and organizational structure. Supply the name or names of the principals who will be responsible for your relationship with the District, and provide brief resumes for these individuals.

e. Legal Issues

- Is there any pending or past litigation against your firm regarding your provision or delivery of services?
- Does your firm have any contractual relationship that could be construed as a potential conflict of interest? If so, please explain.

Thank you for your interest in Twin Rivers USD. The District welcomes your firm’s proposal.

IV. SCOPE OF SERVICES and PROGRAM REQUIREMENTS

Twin Rivers USD (“District”) is requesting proposals from qualified firms to provide a combined physical education/social-emotional program at our elementary school sites. The program will be held during recess and lunch breaks during the 2022-23 school year.

The District is seeking to identify one or more vendors whose program meets or exceeds the requirements of this RFP. The program must be aligned with state and District accountability standards.

A. SCOPE OF SERVICES/DISTRICT NEEDS/MINIMUM REQUIREMENTS

Twin Rivers has identified *minimum* program content and vendor requirements below. **Of equal importance to your program content is *how you operate and manage your program daily and weekly at the school site.*** This includes vendor staff training, preparedness and consistency, and regular communication with school site principals and staff.

In your proposal, please clearly describe how your firm will meet or exceed these minimum requirements. Responses to all numbered points are required so that proposals can be evaluated “apples to apples.” Please do not submit marketing literature – however, you may discuss how your firm achieves the desired outcomes and how your approach differs from your competitors. *(5 page response limit this section)*

- All coaches will need to come to the school sites with activities planned and prepared.
- Coaches must communicate and model the social-emotional concept for the week, so that the concept is clear to students and school staff
- Transitions between the vendor activity time and the classroom need to be seamless.
- Each coach, prior to starting at the school site, must be fully onboarded and trained in the curriculum, processes and policies of both the vendor and of Twin Rivers. Vendor employees must be fully equipped to serve and support the site, and cannot be a drain on the limited time resources of school staff.
- Vendor will meet with the site principal before the start of the program, to obtain the principal’s input for their site, and to shape the program accordingly.
- Vendor must fully manage and supervise their assigned staff
- Consistent communication with the principal and site staff throughout the school year is an absolute must.
- Vendor should provide weekly progress reporting to site principal and staff.

B. VENDOR PROGRAM INFORMATION *(7 page response limit this section)*

1. **Student Development:** Describe your plan of action to support students’ developing physical needs, as well as social emotional wellness.
2. **Assessment:** Do you provide pre-and post-assessments to confirm results? Please describe.
3. **Curriculum:** Provide your school year program plan, and weekly program content.
4. **Content of Recess or Lunch Sessions:** Please describe a typical session with students.
5. **Communication/Collaboration.** How do you communicate with teachers/PLCs/District Administration on program content and progress?
6. **Site Staff Recruitment:** Please describe your staff, onsite and offsite. How and where do you recruit staff and what are the minimum employee requirements for those at school sites?

7. **Site Staff Training:** Please describe your staff training/preparation program in detail, including samples of training materials and number of hours required. *(Samples not included in page limit)*
8. **Site Staff Certifications.** Does site staff hold any certifications (educational, medical, CPR, safety, emergency, etc.)? Please describe.
9. **Program Managers:** Please provide bios of supervisors, coordinators and program managers.
10. **Experience:** Please discuss your firm's experience in the creation and implementation of similar programs and the documented success of those programs *(1 page maximum)*
11. **References:** Provide a list of public school districts that you currently serve, or have served, within the last five years. Please include the name(s) and email addresses of district references. *(1 page maximum)*
12. **Added Value/Benefits:** Please provide any other relevant information, experience, or skills which increase the value of your firm's offering and services. *(1 page maximum)*
13. **COST PROPOSAL (Not in page limit):** Please provide your program budget. **Include hourly billing rates for site staff and supervisors; or provide a cost per school site per month.** Itemize material costs and overhead. Is your program or agency eligible for any matching grant funds? If so, indicate the type and amount, and please include when and how you have previously received such funding. Cost is not the only factor in evaluating vendor offerings, however it is the strongest-weighted factor (35%), and should be carefully considered. Please refer to the
14. **Multi-Year Contracts:** The District intends to approve vendors for programs during the 2022-23 school year. Any contract renewals would be subject to availability of funding, and at the District's option.

C. **LEGAL/INSURANCE/COVID COMPLIANCE**

- **Insurance:** All vendors working on District sites are required to carry professional general liability insurance coverage of at least One Million Dollars (\$1,000,000) per occurrence, and name the District as an additional insured. Additionally, vendors must provide their own workers' compensation insurance and health insurance. Please confirm your firm's compliance with these requirements.
- **Fingerprinting/TB/Covid-19 Requirements:** All vendor staff working with students must be fingerprinted and TB-cleared, before coming onsite. Due to the evolving conditions surrounding the COVID 19 pandemic and CDC, State, County and District health and safety guidelines, program structure and components are subject to change, such as in-person, virtual (distance learning) or a combination of both learning models. Contractor must have the ability to adjust on a daily basis.

V. **PROPOSAL DEADLINE – May 18, 2022**

Proposals must be received by the District no later than 3:00 p.m. Wednesday May 18, 2022. Please email your proposal to: debbie.gordon@twinriversusd.org.

NOTE: The District's gateway can only accommodate file sizes up to 20 Mb. If your proposal exceeds this size, you may need to send it in more than one volume.

VI. EVALUATION OF SOQs/PROPOSALS AND APPROVAL OF VENDORS

To be deemed “Responsive”, proposals must be received by the May 18, 2022 deadline, include the District-required forms, and address all requirements of this RFP. Responsive proposals will be scored by a District panel using the following criteria:

- A. Demonstrated understanding of, and responsiveness to, the RFP. *10 points*
- B. Program Content/ability to meet and/or exceed the needs of the District as identified in Sec. IV of this RFP. *20 points*
- C. Qualifications and experience of firm and of personnel named. *15 points*
- D. History and References/Past Program Success. *15 points*
- E. Cost proposal and budget, clearly presented. *35 points*
- F. Additional benefits of the firm’s offering *5 points*

Award of contract(s) will be based upon the proposal scores and, if required, follow-up interviews, at the District’s option. Contract awards are conditional on final approval by the Twin Rivers USD Board of Trustees. The District reserves the right to:

- Request an interview with and/or additional information from any firm prior to its selection.
- Select the firm that, in the District’s judgment, will best meet the District’s needs.
- Reject any and all proposals or to waive any non-statutory informality. The Board’s decision to accept or reject the contract shall be final.
- Award a contract, multiple contracts, or portions of the whole, to more than one firm;
- Not to award a contract, either as a result of proposals received, or any other reason.

The decision of the District panel and Board will be final. May 24, 2022 is the tentative date for Board approval of selected vendors.

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 Statement of Qualifications and 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: _____

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 the fifth (5th) business day following the District's notification of its intention to award a contract pursuant to this RFP.
 - 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
(Name of Authorized Representative)

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

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)

(Typed or Printed Name)