

Request for Proposal (RFP)

RFP Title: Expanded Learning Opportunities Program RFP #023-049-01

Release of RFP: December 2, 2022

Last Day to Submit Questions: December 16, 2022, by 2:00 p.m.

Zoom Meeting (Mandatory): December 20, 2022 (2:00-4:00 p.m.)

Questions Answered and Posted on AUSD Website: December 21, 2022, by 5:00 p.m.

RFP Proposals Due: January 17, 2023, by 2:00 p.m.

Interview, if Applicable, January 25, 2023 (2:00-4:00 p.m.)

Notification of Intent to Award: February 3, 2023, by 2:00 p.m.

Protest Period Ends: February 10, 2023, by 2:00 p.m.

Board Approval: February 14, 2023

Effective Date June 15, 2023 - June 14, 2026

Proposals must be delivered by time recorded mail delivery (UPS/FedEx) to the address below by
January 17, 2023, by 2:00 p.m.

Alameda Unified School District
Attn: Purchasing Department
2060 Challenger Drive, Alameda, CA 94501

Questions to: mtirona@alamedaunified.org by December 16, 2022, at 2:00 pm

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REQUEST FOR PROPOSAL

1. Introduction and announcement for sealed proposals

A. Brief Description: Expanded Learning Opportunity Program (ELOP) funds have been apportioned to Alameda Unified (AUSD) based on prior year classroom-based average daily attendance for grades kindergarten through sixth grade (TK/K–6) and the prior year unduplicated pupil percentage as of the Second Principal Apportionment. The purpose of these funds is for before/afterschool and summer school enrichment programs as described in Education Code Section 46120. Unduplicated pupils are defined as students who are English Language Learners, Foster or Homeless Youth, or those who qualify for the Free and Reduced Lunch Program. Please see ELOP and ASES Grant Elements provided by the California Department of Education (CDE) in Appendix J.

This RFP also includes a request to continue serving our After School Education and Safety Program (ASES) funded programs.

B. Background: The Expanded Learning Opportunities Program (ELOP) provides funding for before/afterschool and summer school enrichment programs for unduplicated pupils in transitional kindergarten through sixth grade. “Expanded learning” means before school, after school, or summer learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

C. Experience: AUSD is looking for a program provider(s) that can help us provide an expanded day to our students after school in our elementary school sites, and sixth grade in our middle school sites. A company that can independently run all aspects of a program, and focus on the following program elements:

Program must have Educational/Literacy elements (tutoring/homework assistance, language arts, mathematics, history and social science, computer training, or science), AND Enrichment elements (fine arts, career technical education, recreation, physical fitness, and prevention activities). We would like to keep students active, engaged, and healthy every day. We want the After School Programs to align and tie into our district Strategic Goals. We want to incorporate opportunities to engage pupils in enrichment, play, academic enrichment support, and any other developmentally appropriate activities tied to our Strategic Goals.

D. RFP Announcement and due dates:

**ALAMEDA UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSAL
RFP NO. 023-049-01,**

**EXTENDED LEARNING OPPORTUNITIES PROGRAM
and
ASES FUNDED AFTER SCHOOL PROGRAMS**

NOTICE IS HEREBY GIVEN that the Alameda Unified School District, hereinafter referred to as DISTRICT, invites and will receive sealed bid proposals from interested and qualified vendors for furnishing the After School Program services beginning June 15, 2023.

The bid package will be posted on the Fiscal page of DISTRICT website on Friday, December 2, 2022, and can be accessed at <http://www.alamedaunified.org/fiscalservices> under “Current Bids.”

Sealed proposals shall be delivered to the address below by **2:00 P.M. on Tuesday, January 17th, 2023**. Proposals received after the scheduled Submittal Deadline will be rejected. Proposals must bear original signatures and figures.

**Alameda Unified School District
Attn: Purchasing Department
2060 Challenger Drive, Alameda, CA 94501**

The DISTRICT reserves the right to accept or reject any and all proposals and to waive any informality in bidding as deemed to be in the best interest of the DISTRICT; with awarded services dependent upon State Funding, Allocations, Program Enrollment and other applicable State rules and regulations guiding these programs. Proposals will remain open and valid for ninety (90) days after the date set for the opening. Any bidder may withdraw his/her proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals. No objections concerning the application, meaning, or interpretation of these specifications will be considered after the opening of the subject proposals.

Shariq Khan
Assistant Superintendent, Business Services
Legal – Alameda Times Star
Publish Dates: **12/02/22 & 12/09/22**

2. General RFP Information

A. Schools to be served: The Alameda Unified School District (the “District” or “AUSD”) invites interested organizations and other entities to submit proposals to provide on-site Extended Learning Opportunities Program (ELOP) to our school district.

SCHOOLS TO BE SERVED

Earhart Elementary School
400 Packet Landing Road
Student Count: 132 (TK-5)

Bay Farm School (Elementary and 6th Grade)
200 Aughinbaugh Way
Student Count: 90 (79 K-5, 11 6th)

Franklin Elementary
1433 San Antonio Avenue
Student Count: 63 (K-5)

Edison Elementary
2700 Buena Vista Avenue
Student Count: 72 (K-5)

Otis Elementary
3010 Fillmore Street
Student Count: 106 (K-5)

Paden Elementary
444 Central Avenue
Student Count: 115 (K-5)

Encinal Junior High (6th Grade)
210 Central Avenue
Student Count: 45

Lincoln Middle School (6th Grade)
1250 Fernside Blvd
Student Count: 46

Wood Middle School (6th Grade)
420 Grand Avenue
Student Count: 97

In addition, the Alameda Unified School District (the “District” or “AUSD”) invites interested organizations and other entities to submit proposals to provide on-site ASES and ELOP funded After School Services and Programs to three (3) District schools (collectively referred to as “the Schools”), the Student count reflects all students qualifying for programming, of those, a portion have been ASES funded, the rest is an increase with ELOP new grant funding.

Love Elementary School

2025 Santa Clara Avenue

Student Count: 232 (TK-5); ASES Student Enrollment: 83

Maya Lin Elementary School

825 Taylor Street

Student Count: 143 (K-5); ASES Student Enrollment: 77

Ruby Bridges Elementary School

351 Jack London Avenue

Student Count: 229 (TK-5); ASES Student Enrollment: 121

B. Objectives: The intent of this request for proposal (“RFP”) is to contract with after school providers who will be selected by an AUSD Selection Committee. The Expanded Learning Program goals are to provide the following: Educational/Literacy elements (language arts, mathematics, history and social science, computer training, or science (STEAM), and most importantly ELD Supports), AND Enrichment elements (fine arts, career technical education, recreation, physical fitness, and prevention activities, like Restorative Justice, PBIS alignment, and most importantly culturally responsive programming for African American, Latinx students, and our diverse students). Heritage Education programming to include cultural acknowledgements and celebrations across all school sites; efforts are intended to foster inclusivity.

Dependent upon available and allocated funding from the State of California, the District, on behalf of the Schools, intends to enter into a one (1) year contract with successful bidder(s) at each school site with services beginning June 15, 2023, with an option to renew the contract on a yearly basis for an additional two (2) years on satisfactory service/performance. Taking into account potential new rules and regulations governing these programs, the District reserves the right to amend the awarded contract as necessary.

Vendors interested in single or multiple sites may submit one proposal. The District reserves the right to accept the proposal that it considers to be in the best interest of the District. The District further reserves the right to accept all or part of any proposal, to award to one or more vendors for a single site or to cancel in part or in its entirety the Request for Proposals. Awards made under this RFP are subject to the approval of the AUSD Board of Education.

C. Timeline:

Release of RFP	December 2, 2022
Last Day to Submit Questions and Seek Clarifications	December 16, 2022 by 2:00 pm
RFP Q&A Information Session - Highly Encouraged	December 20th, 2022 – Zoom meeting time 2:00pm –4:00pm (TBD)
Answers to questions posted on the district website	December 21, 2022
RFP Proposals Due	January 17, 2023 by 2:00 pm
Interviews, if applicable	January 25, 2023
Notice of Intent	February 3, 2023
Protest period ends	February 10, 2023 by 2:00pm
Board Approval	February 14, 2023
Contract Year	June 15, 2023 – June 14, 2026

D. Submission Information: Interested firms are invited to submit one original signed proposal, three (3) hard copies and one (1) electronic copy on a USB flash drive. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than **2:00 p.m. on January 17, 2023** to the following address:

**Alameda Unified School District
 Attn: Purchasing Department
 2060 Challenger Drive, Alameda, CA 94501**

Envelope should be clearly marked with **RFP # 023-049-01**, ELOP/ASES funded After School Program and the **name(s) of the site(s)** you wish to serve. It is the vendor’s sole responsibility to ensure that the proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposal will be accepted after the deadline. All proposals shall become the property of the District. (See Narrative Guidelines and Proposed Format in section 4F).

E. Addenda and questions about the RFP

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the bidder's responsibility to check under “Current Bids” on the Purchasing page of the District website to verify whether addenda have been issued. The District website is:

[https://www.alamedaunified.org/departments/fiscal-services under Current Bids](https://www.alamedaunified.org/departments/fiscal-services-under-Current-Bids). Any questions should be sent by e-mail by December 16th, 2022 by 2:00 p.m. to Marilou Tirona at mtirona@alamedaunified.org Answers to any written questions will be posted to the website as an addendum by December 21, 2022.

F. RFP Question and Answer Information Session

An RFP Question and Answer Information Session will be held on December 20, 2022 from 2:00pm – 4:00pm at the District Office via zoom call meeting. Please submit all questions by December 16, 2022 by 2:00pm. An email invite will be sent out to those who submitted questions. For those who wish to attend the meeting, please send a request email to mtirona@alamedaunified.org. Attendance at this Q&A session is encouraged.

G. Provider Requirements: A full service provider that manages all aspects of the before/after school and summer school program. A company with significant experience and passion educating children – from providing an enriching environment, to program staff hiring and training, top accounting and payroll, with a mission “to inspire a love of learning.” A company with experience supporting and creating programs in many school districts across the country.

The Provider must have the following qualifications:

- At least two years of experience as an organization providing school-based afterschool programming to schools and districts.
- Ensure all program requirements are followed and met as outlined by the CDE’s [ELOP Program Plan](#) Guide. For Reference, see [AUSD’s ELOP Program Plan](#)
- Ensure spaces and grounds used by the afterschool program are kept clean and orderly.
- Ensure that all provider employees meet the minimum qualifications for a district staff.
- Ensure that all provider employees have completed Tuberculosis (TB) test and Federal and state fingerprint clearance.
- Ensure that the student discipline policy is in alignment with the school day by working with the school principal.
- Demonstrated ability to participate in required program evaluation activities, including collection of reliable and valid outcomes measures.
- The successful Bidder will be required to pay for and maintain insurance policies (as detailed in Section 4D) in full force and effect with an insurance company(ies) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A/VII" in Best Insurance Rating Guide.

Additional Requirements: Additional requirements of the provider to include the following:

- Participate within district-wide initiatives as aligned within the AUSD Strategic Goals, and Student Services (e.g. safety protocols, suicide prevention).
- Collect reliable and valid data and outcome measures, as determined by a collaborative process with the District, that address the performance indicators for the ELOP program. (Aspects of data collection and reporting are subject to change based on state requirements.)
- Maintain and submit accurate recording of the following documentation: program plan, late arrival early release policy, attendance policies, students’ sign in/sign out records, staff personnel records, monthly attendance reports, and transportation of students (if applicable).

- Use adopted tools for monitoring and evaluating the program on a monthly basis and work with the AUSD School Leadership to demonstrate that progress has been made toward meeting the program goals as outlined in the service agreement.
- Collaborate with AUSD to develop and implement a sustainability plan in order to create a robust and comprehensive program for school sites.
- Work with the school community and School Leadership and Support to create, refine, and modify the site after school program plan as needed.
- Share space and work cooperatively with other community programs to support students' needs and interests.
- Demonstrate community partnership in delivering programs and services to children and families.
- Implement approved practices to improve the health and wellness of youth, including an Emergency Response Plan for each site of operation.

3. Evaluation Criteria

Proposals will be reviewed and evaluated based on the following evaluation criteria:

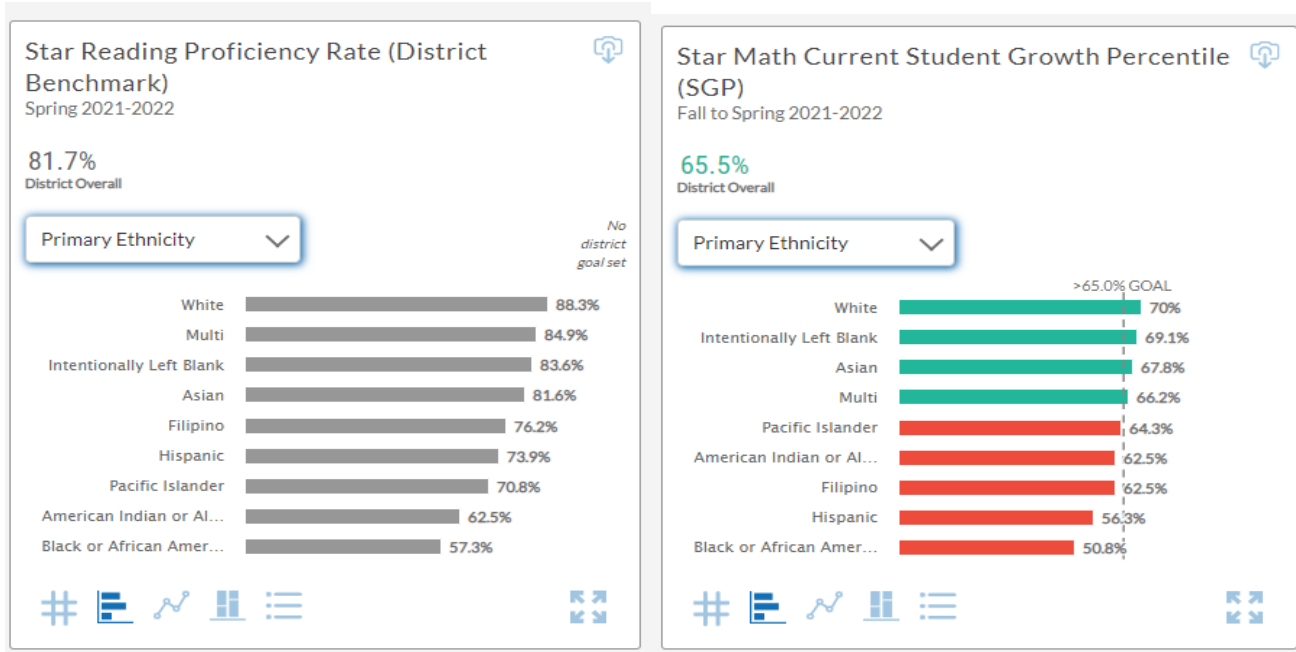
- A. Addressing Program Needs (20 points)
- B. Program Design (20 points)
- C. Elements of High Quality Programming (20 points)
- D. Professional Development (10 points)
- E. Program Evaluation (10 points)
- F. Program Funding (20 points)

After the proposals are evaluated, vendors may be invited to an interview as part of the evaluation process at the discretion of the RFP committee.

Structure the narrative by addressing the following:

A. Addressing Program Needs (20 Points)

Describe how the proposed program's components will address the needs of AUSD students and families. Especially the needs of our Unduplicated Students (Unhoused, Foster, and ELD who qualify for FRPM) The graph below is a snapshot of our Star reading proficiency and math proficiency growth. Our students of color are underperforming in both academic areas. Describe how will your program address these needs. The ExLO program will support the AUSD Board of Education approved Strategic Goals for the District by providing systems and structures for student support (Focus Area 2), the program also aligns with our LCAP goal 2 focused on building relationships with between families, students and staff to ensure schools are supportive, inclusive, and safe environments that maximize learning.



B. Program Design (20 Points)

Describe how the proposed programs unique features will address the needs of AUSD students and their families, especially for our students of color, and how the programs are expected to improve student learning, including learning in core academic areas such as reading/language arts, mathematics or science. What efforts will be made to ensure that programming is student-centered and that every participant has a high interest in what he/she is doing? What efforts will be made to ensure appropriate grade level and/or developmental level programming? The program provider would engage students in activities that support and increase their social emotional well-being, allowing for less stress and therefore a greater capacity to engage in learning. The program design is specified below.

Bidders can design their bids to meet the entire or portions of district needs; these include the Core Year (180 days), Summer School (19 days), Intersession Days (11 days). All programs must serve students for a total of NINE hours per day. Note: For Core year and Summer School the morning/day time academic programming counts towards the nine hour requirement. Intersession days must be planned for an entire nine-hour day.

- Program must have Educational/Literacy elements (language arts, mathematics, history and social science, computer training, or science (STEAM), and most importantly ELD Supports), AND Enrichment elements (fine arts, career technical education, recreation, physical fitness, and prevention activities, like Restorative Justice, PBIS alignment, and most importantly culturally responsive programming for African American, Latinx students, and our diverse students). Heritage Education programming to include cultural acknowledgements and celebrations across all school sites, efforts are intended to foster inclusivity.

- Fees: Cannot charge fees to Unduplicated Students: homeless youth, foster youth, ELD students eligible for Free & Reduced Price Meals
- Providers will maintain all records of enrolled families and will review enrollment and attendance data regularly to evaluate capacity needs and program success.
- Ratios: 1-6th staff ratio 20:1, TK/K staff ratio 10:1
- Attendance policy: The program is required to stay open for a minimum of 15 hours per week, and until at least 6:00 p.m. everyday school is open. Attendance is mandated by CDE and Program is to be monitored daily and logged into a 3rd party after school attendance system provided by the school district.
- Early Release Policy: The program shall establish a policy regarding reasonable early daily release of pupils from the program. In order to develop an age-appropriate after school program for pupils in middle school or junior high school, programs established pursuant to this policy may implement a flexible attendance schedule for those pupils. ([Early Release Waiver Sample](#))
- Core Year 180 Days: The program must serve up to 800 students across new elementary schools (as listed in 2A), serve 604 across our existing ASES grant funded programs, and the newly added 6th grade (middle school campuses) with about 190 students. The program provider will be responsible for working with their site principal to invite all Unduplicated Students to enroll in the program. Promotion and registration applications are to be in the students' home language top five languages: Chinese, Spanish, Vietnamese, Mongolian, Arabic.
- Summer School 19 Days: to serve students in Elementary with Enrichment program elements (Educational will be met in the daytime/morning programing).
- Describe the organizational structure that will support the program and specifically the program manager/site director.
- Describe methods used to communicate with parents of children in your program? Describe how parent and youth feedback will be included in the ongoing development of the program.
- Describe how you provide program information to the school board, principals and other administrative personnel?
- Describe how you collaborate and communicate with school site leadership and staff about the program and student needs?
- Describe how you market the program to the school communities you will serve.
- Describe what actions will be taken to ensure that every child is physically and emotionally safe in the program.
- Provide a timeline indicating steps required and time needed to establish the After School Program.
- Describe staff training and resources available to deescalate disputes and resolve differences and conflicts between students and between students and adults.

- Programming and staffing should plan for after school days (these are draft schedules for school year 2023-2024) and modified days (please work closely with Program coordinator and Student Services as these times may be updated).
 - Transitional Kindergarten Program hours are 1:00-6:00 p.m. Wednesday's are 12:10 dismissal.
 - Kindergarten Student Program hours are 2:00-6:00 p.m. Wednesday's are 12:10 dismissal.
 - Program for students in grades 1-5 from 2:50-6:00 p.m. Wednesday's are 12:10 dismissal.
 - Program for students in grades 6th from 3:10-6:00 p.m. at Wood and Lincoln. 3:30-6:00 at Encinal. Wednesday's are 2:05 at Wood and Lincoln and 2:35 at Encinal.
 - Summer Program for Title 1 Schools K-5 grades students from after core day academics, 1:00 p.m. until 6:00 p.m.
 - Intersession Days for unduplicated students can be held during holidays and/or Saturdays for 9 hours of programming

Describe how the proposed program's mission, vision, and purpose and how these will align with our Expanded Learning Opportunity Program goals.

Goal 1: Improve academic achievement of participating students; assist students in meeting or exceeding state and local standards in English/language arts and mathematics.

Goal 2: Expose students to engaging and enriching experiences that bring them joy, encourage participation, foster creativity, and cultivate their talents.

Goal 3: Increase positive student behaviors during school hours by providing significant learning opportunities for all students in a safe, inclusive and caring environment

Goal 4: Support a well-trained and caring staff to develop positive relationships and build connections between students, parents, and the school community.

Goal 5: Build community partnerships that support the program's sustainability

C. Elements of High-Quality Programming (20 Points)

Describe how the proposed program meets the Quality Standards for Expanded Learning in California: https://www.afterschoolnetwork.org/sites/main/files/file-attachments/quality_standards.pdf

Staffing Plan: Describe how the program will recruit and retain high quality staff.

- What procedures and processes will be established and followed to recruit and retain high quality staff?
- Who will be hired to work in the afterschool program?
- What standards will be set to recruit and retain high-quality staff?
- What staffing ratios will be employed?
- Will you hire existing AUSD staff or teachers?

The program must employ individuals who have the necessary skill, experience, or knowledge to do a particular job or activity. They will require training and knowledge needed to provide a high level of value to our AUSD families. They also need to provide a high level of excellence to our ExLO program.

Program provider must follow:

1. Ensure all program requirements are followed and met as outlined by the ELOP Program Plan Guide. Please reference the CDE website: [CDE - Expanded Learning Opportunities Grant](#)
2. Ensure spaces and grounds used by the afterschool program are kept clean and orderly.
3. Ensure that all provider employees meet the minimum qualifications for a district staff.
4. Ensure that all provider employees have completed Tuberculosis (TB) test and Federal and state fingerprint clearance.
5. Ensure that the student discipline policy is in alignment with the school day by working with the school principal.
6. Demonstrated ability to participate in required program evaluation activities, including collection of reliable and valid outcomes measures.

D. Professional Development (10 Points)

- Describe how ongoing professional development will be conducted based on staff needs. Include the types of professional development that will be offered, how often and for whom.
- The program provider will ensure the program manager/site director/site coordinator attend required professional development and seek out professional development for all staff they supervise on site.
- Describe how professional development offerings will be continually assessed and evaluated.
- The program provider will collect reliable and valid data and outcomes measures, as determined by collaborative process with the District, that address the performance indicators for the ExLO program. (Aspects of data collection and reporting are subject to change based on state requirements.)
- Describe how the program will enlist, utilize, orient and train volunteers. How will the organization ensure supervision and student safety when volunteers are on site?
- Volunteers who support the program will need to follow AUSD volunteer procedures and practices.

E. Project Evaluation (10 points)

Describe how the organization will collaborate with the district to develop continuous improvement tools. Reference Quality Standards in Expanded Learning Here:

https://www.afterschoolnetwork.org/sites/main/files/file-attachments/quality_standards.pdf

- The program will work with AUSD School Leadership to demonstrate that progress has been made toward meeting the program goals as outlined in the service agreement.
- The provider will work with the school community and School Leadership to create, refine, and modify the site after school program plans as needed.
- Describe how the organization will implement what they have learned from the implementation of the continuous improvement tools.
- In partnership with AUSD the program will collect reliable and valid data and outcomes measures, as determined by collaborative process with the District, that address the performance indicators for the ExLO program. (Aspects of data collection and reporting are subject to change based on state requirements.)

- The program will maintain and submit accurate recording of the following documentation: program plan, late arrival early release policy, attendance policies, students' sign in/sign out records, staff personnel records, monthly attendance reports. They will use AUSD adopted tools for monitoring and evaluating the program on a monthly basis.

F. Program Funding (20 points)

Provide a detailed budget for your program

The proposal should reflect the **entire operational cost** of the program at each specific site (facility costs should not be included as those are covered by the District), including a breakdown of charges based on your proposal.

The number of eligible students per school is provided in 2. General RFP Information. Actual number of students requiring after school services may vary depending on parental interest in the program. Please itemize fixed and variable cost components of your proposal. Fixed costs do not increase or decrease in proportion to the number of students enrolled. Variable costs increase and decrease in proportion to the number of sections (1-6th grade staff ratio 20:1, TK/K staff ratio 10:1).

Please answer the following questions in this format in your detailed budget proposal:

1. List the school site(s) you are proposing to provide your services.
2. Fixed cost per site per month \$ _____
3. Variable cost for one hundred eighty (180) regular school days:
 - a. per section/class per month (TK/K 10:1): \$ _____
 - b. per section/class per month (1-6 20:1): \$ _____
4. Variable cost for thirty (30) intersession or summer school days:
 - a. per section/class per month (TK/K 10:1): \$ _____
 - b. per section/class per month (1-6 20:1): \$ _____

4. Instructions to Bidders

The proposal must succinctly and clearly address the following:

A. Proposal

Describe your history, vision and philosophy. Indicate the number of years you have provided services similar to those requested in the RFP and any specific qualifications you may have. Include how your proposal will meet program needs, program design, elements of high quality programing, how you will evaluate program progress. Include a program budget proposal per Section 3F - Program Funding)

B. References and Additional Information

- a) Provide at least three references, Unified School District references preferable.
- b) Describe your evaluation plan and how the evaluation information will be used to provide feedback to stakeholders and staff and to guide project direction.

- c) Provide parent survey responses demonstrating the satisfaction of the services you offer families, if available. Surveys must be current within the last year.
- d) Provide a Parent Handbook, or similar document/brochure.

C. Indemnification

Provider waives all claims against District for damage to any property or injury or death of any person on the Premises, including the use of playground facilities, occurring at any time and from any cause other than the willful misconduct of District or District's employees, agents, or contractors. Provider shall hold District harmless from and defend District against any claims, liability, costs, damage, or loss arising out of any injury or death of any person or damage to or destruction of property attributable to the use of the Premises, Real Property or playground facilities by Provider, including other facilities owned by District, wherever located, used by Provider, except that caused by the willful misconduct of District or District's agents, contractors, or employees. Provider shall hold District harmless from any claims, liability, costs, or expense arising from Provider's use or storage in the Premises of any hazardous or toxic substance, which are prohibited, on school property. Provider shall also indemnify and hold District harmless from any claims, liability, costs, or expenses arising pursuant to the Americans with Disabilities Act and its equal access provisions and related claims for service or accommodations. These indemnity obligations shall include attorneys' fees, investigation costs, and other costs incurred by District from the first notice of any claim or demand that is to be made or may be made. District shall promptly give notice to the Provider of any claim or demand. The provisions of this section shall survive the termination of this Lease for any event occurring prior to the termination.

D. Insurance

The successful Bidder will be required to maintain the following types of insurance throughout the life of the contract.

- 1. COMMERCIAL GENERAL LIABILITY insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than Two Million Dollars (\$2,000,000) per occurrence and Five Million Dollars (\$5,000,000) aggregate.
- 2. WORKERS' COMPENSATION and EMPLOYERS LIABILITY coverage providing statutory benefits for all persons employed by the contractor, or its contractors and subcontractors at or in connection with the Work.
- 3. AUTO LIABILITY including Hired and Non-Owned Auto Liability not less than One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

The above policies of insurance shall be endorsed to name Alameda Unified School District, its officers, employees, volunteers or agents, as additional insured. Said Additional Insured endorsement shall be provided to the DISTRICT upon successful Bidder's execution of the contract and before work

commences. If at any time said policies of insurance lapse or become canceled, the contract shall become void. All insurance shall be placed with insurers that are reasonably acceptable to the District and with an A.M. Best's rating of not less than A- (Excellent). All such insurers shall be licensed/approved to do business in California.

The acceptance by the DISTRICT of the above-required insurance does not serve to limit the responsibility of the insurer or successful Bidder to the DISTRICT.

E. General Terms and Conditions

1. **Reject All Bids:** The District reserves the right to reject any or all proposals and to waive any informality in the proposal process. The District may select proposals to serve one or more of the listed school sites – or none at all. Once selected, a contract will be negotiated between the District, the school community and the selected agency. Selection of an agency based on its proposal does not constitute a binding agreement until the contract is approved by the District Board of Education.
2. **Terms of the Offer:** The District's acceptance of Bidder's offer shall be limited to the terms herein unless expressly agreed in writing by the District. Proposals offering terms other than those shown herein will be declared non-responsive and will not be considered.
3. **Bidder Agreement to Terms and Conditions:** Submission of a signed proposal will be interpreted to mean Bidder has agreed to all the terms and conditions set forth in the pages of this solicitation.
4. **Laws Governing Contract:** This contract shall be in accordance with the laws of the State of California. The parties stipulate that this contract was entered into in the County of Alameda, in the State of California. The parties further stipulate that the County of Alameda, California, is the only appropriate forum for any litigation resulting from a breach hereof or any questions raised here from.
5. **Non-Discrimination:** It is the policy of AUSD that in connection with all work performed under Contracts there be no discrimination against anyone engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and AUSD policy. In addition, CONTRACTOR agrees to require compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.
6. **Excluded Parties Certification: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The District certifies to the best of its knowledge and belief, that it and its officials: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov/portal/public/SAM>

7. Finger Printing Clearance, TB Testing and Child Abuse and Neglect Reporting Act

Proposers must certify compliance with:

- Child Abuse and Neglect Reporting Act guidelines for Mandated Reporters as required by California Penal Code § 11164 – 11174.
- Fingerprinting and background checks for all employees, contractors, agents and volunteers before they have contact with any District students (Education Code Section 45125.1(e).
- Have on file current documentation of Tuberculosis Screening and negative TB Test results for all employees, contractors, agents and volunteers who have contact with District students.
- The cost of fingerprinting and health screening is the responsibility of the successful Bidder.

F. Narrative Guidelines and Proposed Format

Agencies are requested to answer the questions in the order and format presented in the RFP both to assure that all agencies present their material in a consistent manner and to promote ease of proposal review.

1. Include all requested supporting documents in the Appendices
2. Clearly denote the narrative throughout the proposal
3. The agency's name must appear on every page, including Appendices.
4. Staple or fasten the upper left-hand corner. (DO NOT SUBMIT 3-RING BINDERS)
5. Proposal Cover Page Required: Complete and submit the proposal cover page provided in Appendix A in this RFP. The cover page must be the very first page of the proposal package. Do not add any other type of cover or title sheet, and do not use any transmittal letter. It is important that the cover page show the specific information requested, including agency address(s) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the bidder.
6. The agency may not substitute additional attachments beyond those specified in the RFP for the purpose of extending their narrative response.
7. The agency must provide three copies (3 sets) and one (1) electronic copy on a USB flash drive.
8. Agencies are asked to be brief, and to respond to each question or instruction listed in Proposal Content.
9. It is the responsibility of the agency to provide all information requested in the RFP at the time of submission. Failure to provide information requested in the RFP may result in disqualification of the proposal or will result in a lower rating for the incomplete sections.

THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE PROPOSAL FORM

APPENDIX A: Cover Page

**ALAMEDA UNIFIED SCHOOL DISTRICT
Extended Learning Opportunities Program RFP# 023-049-01**

Organization: _____

Contact Person: _____

Address: _____ City, State, & Zip _____

The undersigned authorized chief administrative official submits this proposal on behalf of the applicant agency, attests to the appropriateness and accuracy of the information contained therein, and certifies that this proposal will comply with all relevant requirements of the applicable laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein. The following signatures and other printed information are required.

Authorized Signature: _____ Date: _____

Name (Print): _____ Email: _____

Phone: _____ Address: _____

APPENDIX B: Proposal Checklist

Each proposal must be submitted in the format outlined below. Please use the following asa checklist in assembling the completed proposal and include in the order given below:

- Appendix A: Cover Page
- Appendix B: Table of Contents
- Appendix C: Proposal: Answer Evaluation Criteria as outlined in RFP including Narrative Guidelines and Proposal Formats:
 - A. Addressing Program Needs
 - B. Program Design
 - C. Elements of High Quality Programming
 - D. Professional Development
 - E. Program Evaluation
 - F. Program Funding
- Appendix D: Bidder's References and Statement Experience
- Appendix E: Assurance Certificate
 - 1. Fingerprint & Criminal Background Check
 - 2. TB Testing
- Appendix F: Non-Collusion Affidavit
- Appendix G: Contractor's Certificate Regarding Workers' Compensation
- Appendix H: Assurances to meet Requirements for AUSD's Expanded Learning Programs
- Appendix I: Early Release Form Sample

Appendix B

Proposal: Table of Contents Page
(Listing the sections and the pages on which they can be found)

Appendix C

Proposal: Answer Evaluation Criteria as outlined in RFP, making sure to follow Narrative Guidelines and Proposed Format

THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM

APPENDIX D

BIDDER'S REFERENCE AND STATEMENT OF EXPERIENCE

The bidder is required to state below work of similar character to that included in the proposed contract they have done and provide references which will fully disclose their responsibility, experience, skill and business standing. Please list below your qualified references of similar size contract within the last five (5) years so that we may follow up as necessary:

Organization Name	
Address	
Contact	
Phone #	
Email Address	
Name of Project	
Date/Period of Service	
Total Amount of Project	\$
Brief Project Description	

Organization Name	
Address	
Contact	
Phone #	

Email Address	
Name of Project	
Date/Period of Service	
Total Amount of Project	\$
Brief Project Description	

Organization Name	
Address	
Contact	
Phone #	
Email Address	
Name of Project	
Date/Period of Service	
Total Amount of Project	\$
Brief Project Description	

***THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED
WITH THE BID FORM***

APPENDIX E - Fingerprinting and Criminal Background Check; TB Testing

ASSURANCE CERTIFICATE

THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM

APPENDIX F

NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID.

State of California)
) ss.
County of _____)

_____, being first duly sworn, deposes and says that he or she is

_____ of _____, the party making the foregoing bid that the bid is not made in the interest of or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder as not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder 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 bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

NO BID IS VALID UNLESS SIGNED BY THE PERSON MAKING THE BID

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM

APPENDIX G

CONTRACTOR’S CERTIFICATE REGARDING WORKER’S COMPENSATION

LABOR CODE SECTION 3700

“Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

- (b) By securing from the Director of Industrial Relations a certificate of consent to self- insure, which may be given upon furnishing proof satisfactory to the City of Industrial Relations of ability to self-insure and to pay any compensation that may become due to these employees.’

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker’s compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

SIGNATURE: _____

Print Name: _____

Date: _____

(In accordance with Article 5 [commencing at Section 1860], Chapter I, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

THIS DOCUMENT MUST BE COMPLETED, EXECUTED AND SUBMITTED WITH THE BID FORM

APPENDIX H

Assurances to Meet Requirements AUSD Expanded Learning Programs

CERTIFIED ASSURANCES	
Program Elements	
	The program will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following subject areas: language arts, mathematics, history and social science, science, and computer training.
	The program will have an educational enrichment element that may include, but is not limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. Such activities might involve the arts, music, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development.
	The program will provide a safe physical and emotional environment and opportunities for relationship-building and will promote active student engagement.
	The program will collaborate and integrate with the regular school day program and other extended learning opportunities.
	The program will provide a snack that conforms to the nutrition standards in the California <i>Education Code</i> , Part 27, Chapter 9, Article 2.5, commencing with Section 49430.
	The program will provide opportunities for physical activity.
Program Plan	
	Partners to this proposal, as well as school staff, have demonstrated commitment to supporting the program and sharing responsibility for the planning and quality of the program at the designated site(s).
	The program is planned through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g., city and county parks and recreation departments), local law enforcement, community organizations, and the private sector.
Program Operations	
	The program will maintain a student-to-staff member ratio of no more than 20:1.
	The program will begin operation immediately upon the end of the regular school day. (Note: A regular school day is any day that students attend and instruction takes place.)
	The program will operate for a minimum of 15 hours per week.
	The program will operate until at least 6:00 p.m., on every regular school day.
	The program will establish a reasonable early release policy for students attending the after school component.
	Elementary students should participate every day that the after school program operates.
	A flexible attendance schedule for middle/junior high school students may be implemented in order to develop an age-appropriate program. Priority for enrollment will be given to students who attend daily.
	Every student attending a school operating a program is eligible to participate in the program, subject to program capacity.

	The program is not required to charge family fees or conduct individual eligibility determination based on need or income.
	The program will provide all notices, reports, statements, and records to parents or guardians in English and the student’s primary language when 15 percent of the students enrolled at the school site speak a single primary language other than English as determined by language census data from the preceding year.

The agency will comply and work collaboratively with AUSD to uphold certified assurances.

Authorized Signature: _____ Date:

APPENDIX I

EARLY RELEASE WAIVER (SAMPLE)

I/we request early release of my child, _____, from Bay Area

Music Project on the following date(s)/day(s) and time(s):

FROM _____ TO _____
(date) (date)

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____
(time) (time) (time) (time) (time)

My child has permission to sign his/herself out on the above days and times.*

*Please note that you must complete the Waiver of Pick Up policy included in this application if checking the above

(Please mark a reason)

- 1. Attending a parallel program (e.g. sports, dance, scouts, academic tutoring, etc.)
- 2. Family Emergencies
- 3. Family Needs/ Personal Circumstances
- 4. Medical/Dental Appointments
- 5. Weather Conditions/Seasonal Concerns: (students that walk home)
- 6. Medical emergencies/Child Accident
- 7. Other Conditions: Kindergarten children (must attend the 3-hour minimum requirement) or family safety
- 8. Transportation

COMMENT (optional) _____

*As parent/guardian, I hereby release and discharge the Alameda Unified School District , Bay Area Music Project and their officers, employees, agents, and volunteers from all claims for injury, illness, death, loss, or damage that my child may suffer as a result of his/her early release from the After School Program.

X _____
Signature of Parents or Guardian Date