



***REQUEST FOR PROPOSALS #ASP-24-25 SY***  
**Expanded Learning Opportunities Program**  
**School Year 2024- 2025**

**Grades TK - 5 (Elementary)**

**Foothill Elementary School**

**Heights Elementary School**

**Highlands Elementary School**

**Los Medanos Elementary School**

**Marina Vista Elementary School**

**Parkside Elementary School**

**Stoneman Elementary School**

**Willow Cove Elementary School**

**Grade 6-8 (Junior High)**

**Hillview Junior High School**

**Martin Luther King Jr., Junior High School**

**Rancho Medanos Junior High School**

**Contact:**

Anthony Molina

Assistant Superintendent of Educational Services

(925) 473-2312

[amolina@pittsburgusd.net](mailto:amolina@pittsburgusd.net)

**RETURN PROPOSAL NO LATER THAN:**

**Monday, July 1, 2024 – 3:00 PM**

Applications received after this time will not be accepted.

**RETURN A SEALED, HARD COPY OF THE PROPOSAL TO:**

Pittsburg Unified School District

Educational Services

ATTN: Anthony Molina

2000 Railroad Ave.

Pittsburg, CA 94565

**Bidders Conference Online – June 4, 2024**

Base Contracts 3:30 PM -4:30 PM

Supporting Contracts 4:30 PM-5:30 PM

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto.

This Request for Proposal does not commit the District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any Proposal or to cancel in part or in its entirety this RFP. The District further reserves the right to accept the Proposal(s) it considers to be in the best interest of the District.

NOTICE IS HEREBY GIVEN that the Pittsburg Unified School District invites and will receive sealed bid proposals from interested and qualified vendors for furnishing the After School Program at select Elementary Schools and Junior High Schools for the 2024-2025 school year.

The bid package will be posted on May 30, 2024 on the District website:

<https://pittsburgusd.net/Departments/Educational-Services/After-School-Programs/index.html>. The Fiscal page can be accessed under “Current Bids.”

Sealed proposals shall be delivered and addressed to **Pittsburg Unified School District, Attn: Educational Services Department, 2000 Railroad Avenue, Pittsburg, CA 94565** no later than **3:00 PM on July 1, 2024**. Proposals received after the scheduled Submittal Deadline will be rejected. Proposals must bear original signatures and figures.

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. Proposals will remain open and valid for 30 days after the date set for the opening. Any bidder may withdraw their 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.

<https://pittsburgusd.net/Departments/Business-Services/Business-Services-Home/Doing-Business-with-PUSD/index.html>

***TIMELINE***

Based on Board Approval of RFP May 29, 2024

Release of RFP	May 30, 2024
Bidders Conference <a href="https://pittsburg-k12-ca-us.zoom.us/j/82339975167">https://pittsburg-k12-ca-us.zoom.us/j/82339975167</a> Meeting ID: 823 3997 5167 Dial in +1 669 444 9171 US Meeting ID: 823 3997 5167	June 4, 2024 Base Contracts 3:30 PM-4:30 PM Supporting Contracts 4:30PM-5:30 PM
Common Questions and Answers from Bidders Conference Posted on District Website	June 7, 2024
RFP Proposals Due	July 1, 2024, by 3:00 PM
Notice of Intent to Award	July 8, 2024
Contract Meetings	TBD prior to Board Approval Dates
Board Approval	July 24, 2024
Contract School Year	August 7, 2024 - June 4, 2025

**REQUEST FOR PROPOSAL**

***INTRODUCTION***

The Pittsburg Unified School District invites interested organizations and other entities to submit proposals to provide on-site after school services and programs for TK-8th grade (eight district elementary schools and three junior high schools). The chosen Expanded Learning Opportunities Program (ELOP)/ After School Program vendor(s) will work with the chosen ASES program provider(s) to provide a Comprehensive After School/ELOP to District scholars. Priority registration will be given to students who are Unduplicated Students (Unhoused, Foster, and ELD who qualify for Free and Reduced Price Meals (FRPM). After School/ Expanded Learning Opportunities Programs are funded by both ELOP state and ASES grant funding.

Vendors can refer to the District's [School Calendars](#), [Bell Schedules](#) and [Modified School Schedule \(TBD\)](#) (8 days for Elementary, 12 days for Junior High) to assess the hours needed in the school year. All after school programs are to begin immediately after the school day ends. All sites have different start times for After School Programming and will end at 6:00 PM. Through ELOP, we are adding an offer to provide access to all scholars from TK-8th grade in order to support access for all scholars. Please take a look at the aforementioned bell schedules to see the times of daytime school dismissal.

## **PROGRAM OVERVIEW**

Pittsburg Unified School District is accepting proposals from community partners with experience serving students to provide Enrichment programs/classes on our school sites in the hours before or after the school day is completed.

PUSD After School Programs currently have a comprehensive program model with two base contracts and additional supporting contracts.

PUSD After School and Expanded Learning Opportunity Programs are seeking two base and supporting contracts, one supported by our ASES Grant Funding and the other supported by our state ELOP funding, which allows an opportunity for more scholars to attend After School programs. Base contracts provide our required staffing with ratios of 20:1 for 1st-8th and 10:1 for Transitional Kindergarten/Kindergarten scholars.

Supporting contracts are smaller support providers who may be only able to do a shorter timeframe or smaller set of school sites are also encouraged to apply. These contracts enhance our current base program with additional specific enrichment opportunities guided by our youth voice surveys.

2023 Youth Voice Survey Results:

<https://docs.google.com/spreadsheets/d/1XztSiSHOV04aPPUIU72g-tJzZ4ktKvOS1pclw9yo-zY/edit?usp=sharing>

The information on the District's requirements for contractors/vendors, including insurance and fingerprinting requirements, is found here:

<https://pittsburgusd.net/Departments/Business-Services/Business-Services-Home/Doing-Business-with-PU-SD/index.html>

The District reserves the right to reject any and all Proposals. The District also reserves the right to amend this RFP as necessary. All materials submitted to the District in response to this RFP shall remain the property of the District. The District reserves the right to seek proposals from, or to contract with, any Provider not participating in this process. The District shall not be responsible for the costs of preparing any proposal in response to the RFP.

### **Public Records**

All records and information submitted in the RFP or in response to requests for additional information is subject to disclosure under the provisions of the California Public Records Act (California Government Code section 7920.000, et seq.). Proposals may contain financial or other data that constitutes proprietary or confidential data. To request the District protect such data from disclosure, applicants should specifically identify the pages that contain confidential information by properly marking the applicable pages and inserting the following notice on the front of its response: “NOTICE: The data on pages \_\_\_\_\_ of this Proposal response, identified by an asterisk (\*) or marked along the margin with a vertical line, contains information which are trade secrets. We request that such data be used only for evaluation of our response, but understand disclosure will be limited to the extent that the District determines is proper under federal, state, and local law.”

The proprietary or confidential data shall be readily separable from the Offer in order to facilitate eventual public inspection of the non-confidential portion of the Offer. The District assumes no responsibility for disclosure or use of unmarked data for any purpose. In the event disclosure of properly marked data is requested, the applicant will be advised of the request and may expeditiously submit to the District a detailed statement indicating the reasons it has for believing that the information is exempt from disclosure under federal, state, and local law. This statement will be used by the District in making its determination as to whether or not disclosure is required under federal, state, or local law. The District will exercise care in applying this confidentiality standard, and will not be held liable for any damage or injury, which may result from any disclosure.

### **General Information/Instruction for Statement of Qualifications and Proposals:**

1.1. The District invites qualified Providers to submit a Proposal (Proposal) related to its qualifications and ability to provide the Services as indicated herein.

1.2. The District intends to retain Provider/s that have the background, strength, management and expertise who can provide the District's Transitional Kindergarten (TK) to 8th grade students with extended learning programming each school day during the 2024-2025 school year until 6:00 PM and/or up to 30 additional 9 hour days outside of the school year. The school year calendar for 2024-2025 is found here:

<https://drive.google.com/file/d/17zJuubslGEJauhasGjnbeX1CbPCYN9qT/view?usp=sharing>

The District is not selecting a provider for Summer 2025 during this process.

Providers selected as a result of this process will provide the Services and work cooperatively with the District staff while providing the Services. The District reserves the right to award to multiple providers.

\*Smaller support providers who may be only able to do a shorter timeframe or serve a smaller set of school sites are also encouraged to apply.

### ***OBJECTIVES***

The intent of this request for proposal (RFP) is to contract with an after-school provider who will be selected to:

- 1) to provide a safe, secure on-site after school environment for children
- 2) deliver an enriching, enjoyable after school program format that blends a combination of the following depending on the site: youth development, homework help, extracurricular activities, enrichment, music, recreation, physical activities and arts.

The services will be delineated below under the Scope of Services. The District, on behalf of the Elementary and Junior High Schools listed, intend to enter a one (1) year contract for services during the 2024-2025 school year with an option to extend the contract on a yearly basis for up to two (2) additional school years based on satisfactory service/performance of the provider as assessed by the District, and pursuant to mutual written agreement by the Parties. The contract will also provide for a cancellation provision with 60 days prior written notice.

The District reserves the right to accept the proposal(s) 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 multiple sites or to cancel in part or in its entirety the RFP. Awards made under this RFP are subject to the approval of the District Board of Education.

<https://pittsburgusd.net/Departments/Business-Services/Business-Services-Home/Doing-Business-with-PUSD/index.html>

### ***INSTRUCTIONS***

Interested firms are invited to submit one (1) original signed proposal, two (2) hard copies, and (1) 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 3:00 PM on July 1, 2024, to the following address:

Pittsburg Unified School District  
Attn: Anthony Molina, Educational Services Department  
2000 Railroad Avenue  
Pittsburg, CA 94565

The bid envelope should be clearly marked: “**ASP-24-25 SY** After School Program.” 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 proposal will be accepted after the deadline. All proposals shall become the property of the District. Incomplete proposals will not be considered.

### ***ADDENDA AND QUESTIONS ABOUT THE RFP***

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time.

Any questions should be emailed with the title “**ASP-24-25 SY**” to Anthony Molina, Assistant Superintendent of Educational Services at [amolina@pittsburgusd.net](mailto:amolina@pittsburgusd.net) or (925) 473-2312 by June 3, 2024. Answers to written questions and common questions from the Bidders Conference will be posted on the District website by June 7, 2024. 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 After Schools Programs page on District website is here:

<https://pittsburgusd.net/Departments/Educational-Services/After-School-Programs/index.html>



## ***1. Program Requirements***

### **A. Program Elements**

The after-school program has two required elements, in addition to providing a safe, secure and supportive environment for students:

- 1) academic development, grade level subject grade level content, and homework assistance, and
- 2) enrichment through creative opportunities such as arts and crafts, visual and performing arts, music, sports, hands-on projects, and more.

The program must meet the Quality Standards for Expanded Learning in California as established by the California Department of Education (CDE):

1. Safe and Supportive Environment
2. Active and Engaged Learning
3. Skill Building
4. Youth Voice and Leadership
5. Healthy Choices and Behaviors
6. Diversity, Access, and Equity
7. Quality Staff
8. Clear Vision, Mission, and Purpose
9. Collaborative Partnerships
10. Continuous Quality Improvement
11. Program Management
12. Sustainability

<https://www.afterschoolnetwork.org/post/quality-standards-expanded-learning-california>

### **B. Academic Assistance**

After school programs must include homework support. This academic assistance must be aligned with the pupils' regular academic programs and must assist students in meeting and exceeding

grade level Common Core Standards in core academic subjects, such as English language arts, mathematics, and science.

### **C. Enrichment**

After school programs must provide an enrichment element that offers participating students a broad array of additional services, programs, and activities that are designed to reinforce and complement the regular academic program. Proposed enrichment activities may include, but are not limited to, the following:

- Service-Learning/Project Based Learning
- Art (Visual and Performing, Fine Arts)
- Music
- STEM/STEAM/Science Extension
- Computer and Technology Training
- Youth Development
- Martial Arts
- Gymnastics/Tumbling
- Cooking and Nutrition
- Physical Fitness, Sports
- Recreational Activities
- Leadership and Entrepreneurial Skills Development
- Character Education Programs
- School Safety, including Violence, Drug, and Tobacco Use Prevention
- Mentoring Opportunities (with cross-age peers and business and community partners)

Each school currently offers after-school enrichment and physical activity programs. The bidder should indicate if it will maintain the existing programs or offer new/different enrichment programs. CDE Physical activity guidelines can be found here:

[https://drive.google.com/file/d/1CvN4sSf-LGhAd3jk-5X\\_a2BEWnQL3AZG/view?usp=sharing](https://drive.google.com/file/d/1CvN4sSf-LGhAd3jk-5X_a2BEWnQL3AZG/view?usp=sharing)

**2. Agency Requirements**

**A. Staffing for School Sites**

Staff and agents who directly supervise students are included in the 10:1 staff to student ratio for TK and K students, and 20:1 staff to student ratio for 1<sup>st</sup>-8th grades. Base Vendors who are awarded a contract will need to work closely with the After School Program Coordinators in support of staffing needs.

Staff must meet the following minimum qualifications for an instructional aide: (1) a high school diploma or its equivalent, and (2) one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the After School Programs office or an approved partner.

<b>ASES Staffing Needs</b>	<b>ASES Attendance Targets</b>	<b>Lead ASES</b>	<b>ASES- Line Staff Needs</b>	<b>Total Staff Need</b>
Elementary Schools:				
Foothill	132	1	7	8
Heights	87	1	5	6
Highlands	120	1	6	7
Los Medanos	121	1	6	7
Marina Vista	95	1	5	6
Parkside	112	1	5	6
Stoneman	102	1	5	6
Willow Cove	108	1	5	6
Junior High Schools:				
Hillview	118	1	6	7
MLK	110	1	6	7

Rancho Medanos	101	1	6	7
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<b>ASES Before School Program</b>	<b>Lead ASES</b>	<b>ASES- Line Staff Needs</b>	<b>ASES Before School Program Attendance Targets</b>
Hillview JHS	1	2	Before School: 45
Rancho Medanos JHS	1	1	Before School: 28

<b>ELOP Staffing Needs</b>	<b>ELOP Expansion Numbers</b>	<b>ELOP TK/K Staff Needs</b>	<b>ELOP- Line Staff Needs</b>	<b>Lead for ELOP</b>	<b>Total Staff Need</b>
Foothill	59	4	1	1	6
Heights	130	4	5	1	10
Highlands	73	4	2	1	7
Los Medanos	140	4	5	1	10
Marina Vista	157	4	6	1	11
Parkside	137	4	5	1	10
Stoneman	153	4	6	1	11
Willow Cove	147	4	6	1	11

**Requirements for All Vendor Staff**

Before staff can begin working in After School Programs, they will need to be fully vetted and on-boarded by the District After School Programs Office.

- **Live Scan Fingerprinting:** 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).
- **TB Testing:** Have on file current documentation of Tuberculosis (TB) Screening and negative TB Test results for all employees, contractors, agents and volunteers who have contact with District students.
- **Mandated Reporter Training:** Child Abuse and Neglect Reporting Act guidelines for Mandated Reporters as required by California Penal Code §§ 11164 – 11174.
- **Passing Score on CODESP ParaProfessional Exam or Proof of Degree with 48 units (2 year program)** with corresponding transcripts will be required of all staff members. All staff members must have completed at least 48 units of college or pass a paraprofessional/Instructional aide CODESP equivalency test.

\* The cost of training, fingerprinting and health screening is the responsibility of the successful Bidder.

The After School Program will not allow vendor staff on any school sites until all required documentation has been submitted to the District as part of the onboarding process. From there, vendor staff will be **required to check in with the secretary of the After School/Expanded Learning Program office to:**

- Get Collaborative After School Program Gear (5 District Shirts will be provided and must be worn daily)
- Fill Out an Emergency Form
- Take a Photo ID and Receive a Badge
- Register and Complete BOY Staff Orientation
- Fill Out Documents for BambooHR Login Information and Policy

### **Bamboo HR and Staff Sign In and Out Sheets**

All After School Program staff are required to sign in daily using the Bamboo HR software program, and on a written document. Bamboo HR has Geolocation software which will identify the location in which the employee is logging in. In the event that an employee does not log in from their appropriate job location, the program software will identify this. For staff members who do not log in at the appropriate location,

this can risk the time not counting for sign in for the day or discussion of further status due to improper reporting of checking in time and locations at assigned school sites. Please ensure that staff are on campus and have entered the front door of their school site to appropriately log on to Bamboo HR by their required start time.

The District reserves the right to discontinue a staff member's participation in a District program due to behavior concerns, improper reporting of time, and/or other improper conduct that violates the California Education Code, District Board Policies and Administrative Regulations, and state and/or federal law.

## **B. Insurance**

The successful Bidder will be required to maintain the following minimum insurance coverage throughout the life of the contract, which must be issued by an Admitted Surety in the State of California.

1. COMMERCIAL GENERAL LIABILITY insurance which shall include contractual, products and completed operations, corporal punishment and sexual abuse, molestation, misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than One Million Dollars (\$1,000,000) for each occurrence and Five Hundred Million & Two Hundred Fifty Thousand Dollars (\$500,250,000) 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, as required by the State of California, with statutory limits, and employer's liability insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
3. AUTOMOBILE LIABILITY coverage 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 for all owned, hired and non-owned automobiles. Coverage shall include contractual liability.
4. SEXUAL ABUSE AND MOLESTATION LIABILITY coverage with a limit of not less than One Million Dollars (\$1,000,000) for each occurrence or claim, if the commercial general

liability policy referenced above is not endorsed to include affirmative coverage for sexual abuse and molestation.

The above policies of insurance shall be endorsed to name Pittsburg Unified School District, its officers, employees, volunteers and 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 a current A.M. Best's rating of not less than A- (Excellent). All such insurers shall be licensed/approved to do business in California.

If the successful Bidder maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the successful Bidder. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

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.

The Bidder shall furnish the District with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language affecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the District before work begins. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

### **Key Policy**

Successful bidder(s) will be required to manage keys as appropriate, including a school master key when necessary. Successful bidders will be required to execute the District's Key Policy Agreement prior to the issuance of such keys. Such policy requires that the loss of keys will require re-keying at the cost of the successful bidder. Successful bidder shall prove insurance coverage in place for this loss/expense or procure a surety in the amount of \$30,000 to effectively protect the District for this particular loss.

The District After School Program Collaborative has a key holder policy in order to ensure the use of keys remain only within the hours of After School Program/Expanded Learning times. With the usage of master keys, security levels shall remain consistently stringent, thus minimizing the risk of unauthorized access. Each person identified for master key usage provided by the After School Program must complete both a District Key Holder Agreement Form and a District After School Key Policy Agreement. Keys must remain on District campuses at all times, and be checked in and out daily from the school site's office. In the event that a key is lost or misplaced, the agency will be held liable for the cost of the lost key and potential cost of rekeying the entire school site.

### ***3. AFTER SCHOOL PROGRAMS GOALS***

The after-school program will meet the community need for a physically and emotionally safe, strengths-based, affordable, fun, educationally enriching and academically sound program.

A high priority need at these schools is to boost positive learning outcomes by providing opportunities for scholars to have an allocated time that is geared for homework support, grade level content access, and academic support.

- Maintain strong and collaborative working relationships with all stakeholders (all After School Program staff, school day staff members, scholars, etc.)
- Promote an inclusive multicultural environment that values diversity.
- Have a growth mindset and be open to learning.
- Provide resources and strategies to caretakers and parents to help support the positive academic and social-emotional development of their students.
- Promote meaningful student engagement by providing continuous and consistent opportunities for youth to have choice, make decisions, develop their voice, develop leadership skills and feel a sense of belonging.
- Sustain high levels of educational achievement and/or improve academic performance.
- Align Academic Assistance and Enrichment activities with the school day curriculum and California content standards, and complement the school day without replicating it.



- Identify social emotional needs and provide targeted support for basic skills and struggling learners.
- Ensure youth learn new skills and build confidence through challenging activities.
- Spark the desire for lifelong learning and encourage development of college/career goals.
- Build skills by emphasizing the following approaches in activities: working with others, communicating clearly in speaking and listening, solving problems-including how to get help when needed, and managing time.
- Research on best practices in after school programming reveals success with a dual emphasis on youth development principles *and* academic standards.

### ***Academic Hour: Homework Help, Grade Level Content, and Support***

All curricula provided in District After School programs should be research-based, standards-aligned, and designed to allow students to practice 21<sup>st</sup> century skills of solving complex, multidisciplinary, open-ended problems in group settings. Research shows that combining academic and social activities in after school programs has positive effects on student achievement.

- Provide high interest books to encourage and develop the joy of reading.
- Provide homework assistance, either individually or in cooperative, collaborative groups.
- Provide materials, and establish a conducive workspace and consistent routines.
- Pay attention to strengthening students' study skills, work habits, and organizing practices, in addition to homework content.
- Create homework contracts and communication structures with families.
- Provide grade level content through workbooks, projects, and technology access programs (Imagine Learning Math, iReady, etc.)

### ***Alignment with School Day***

- Academic Liaisons will work with the site After School Program team and staff to align programs and homework expectations.
- Youth leaders will keep student homework charts to communicate to enhance partnership with school day teachers. Teachers communicate content standards to reinforce.

- Site Coordinators will attend weekly and monthly meetings in alignment with all after school programs and site procedures.

### ***Specialized Support for English Learners***

- Provide intentional, inclusive social-emotional support for English Learners by knowing demographic and academic proficiency level data of students, ensuring emotional safety for immigrants and English Learners, acting as cultural brokers for families and communities, incorporating activities and programming that is relevant to students' lives and cultures, and building cross-cultural leadership skills among students.
- Support English development by using graphic organizers (charts, graphs and diagrams), taking advantage of homework help to teach academic vocabulary, and intentionally creating time and space for English Learners to practice English.
- Partner with school day teachers, administrators, and district staff to identify strategies and support materials that will advance our English Language Learners.

### ***Enrichment***

After school enrichment and recreational activities will be varied and reflect input from students and staff at each school. They will address broad interrelated needs, including youth development, recreation, wellness and fitness, and applied learning opportunities.

- ***Youth Voice and Leadership Development***

Provide youth opportunities to establish relationships that provide emotional and practical support from adults; participate in challenging and interesting activities relevant to their lives; and engage in decision making. Scholars will support by providing team information through survey, a student leadership component, (e.g. After School Student Council) or create other developmentally appropriate leadership positions such as yard monitors, conflict resolution and peer mediation, community service, planning multicultural celebrations, etc.

- ***Recreation, Wellness, and Fitness***

Scholars will learn about nutrition and healthy lifestyles. They will also have an opportunity for physical activity through guided and structured sports and recreation activities. Recreation and play is a good place to practice. CDE After School Physical Activity Guidelines can be found here:

<https://www.cde.ca.gov/ls/ex/documents/paguidelines.pdf>

- ***Applied Learning***

Students will engage in enjoyable, hands-on opportunities to explore various subject areas related to the core curriculum. After school clubs and enrichment classes extend school day learning in a project-based format in which students can engage in new areas of learning, such as art projects, managing community building initiatives, community service and more. Students develop 21<sup>st</sup> century skills such as creativity and entrepreneurial thinking, making innovative use of knowledge, information and opportunities.

- Implement a STEM initiative that provides inspiring math and science experience to prepare participants for tomorrow's workforce.

#### ***4. PROPOSAL REQUIREMENTS***

##### **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 programming, how you will evaluate program progress. Include a program budget in spreadsheet format and the signed certified assurances.

##### **References and Additional Information**

- a) Provide at least three references, Unified School District references preferred.
- 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 received within the last year, which demonstrate the satisfaction of the services you offer families, if available.

d) Provide a Parent Handbook, or similar document/brochure.

**5. EVALUATION OF PROPOSALS**

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.

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)

**A. Addressing Program Needs (20 Points)**

Describe how the proposed program’s components will address the needs of District students and families, especially the needs of our Unduplicated Students (Unhoused, Foster, and ELD who qualify for Free and Reduced Price Meals (FRPM). The After-School Program will support the District Board of Education approved Strategic Goals for the District by providing systems and structures for student support, and must align with the District Goals focused on building relationships between families, students and staff to ensure schools are supportive, inclusive, and safe environments that maximize learning.

1. Describe the range and type of programs that will be offered.
2. Describe how your program proposes to attract youth and their families. Also, explain how you will maintain student enrollment throughout the school year (180 days).
3. Describe the organizational structure that will support the program and specifically the program manager/site director.

4. Describe methods used to communicate with parents of children in your program.
5. Describe how parent and youth feedback will be included in the ongoing development of the program.
6. Describe how you provide program information to the District Board, principals and other administrative personnel.
7. Describe how you collaborate and communicate with school site leadership and staff about the program and student needs.
8. Describe how you will market the program to the school community.
9. Describe what actions will be taken to ensure that every child is physically and emotionally safe in the program.
10. Provide a timeline indicating steps required and time needed to establish the after school program.
11. Describe staff training and resources available to deescalate disputes and resolve differences and conflicts between students, between students and adults, and conflict between adults and adults.

**B. Program Design (20 Points)**

Describe how the proposed program’s unique features will address the needs of District students and their families, especially for our students of color, and how the program is 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.

1. Fees: Vendors cannot charge fees to PUSD After School Program Scholars. All services provided by PUSD After School Programs are free of charge to our families.
2. Providers will maintain all records of enrolled families and will review enrollment and attendance data regularly to evaluate capacity needs and program success.
3. Ratios: 1st-8th grade staff ratio 20:1, TK/K staff ratio 10:1

4. Attendance policy: The program is required to stay open for a minimum of 15 hours per week, and until at least 6:00 PM 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 District.
5. Early Release Policy: The program shall establish a policy regarding reasonable early daily release of pupils from the program. ([Early Release Waiver Sample](#))
6. Core Year 180 Days
7. Program promotion materials, registration applications, notices, reports, and statements must be provided in English and a student's primary home language, Spanish, when applicable.

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

Describe how the proposed program's mission, vision, and purpose will align with our After School Program goals.

- **Goal 1:** Partner with After School Program providers to deliver programming that is hands-on, engaging, student-centered, results-driven, and most importantly, fosters childhood joy.
- **Goal 2:** Provide enrichment, educational program elements, especially literacy to assist students' academic advancement.
- **Goal 3:** Improve attendance of participating students during the school day and the after-school program.
- **Goal 4:** Increase positive student behaviors during school hours by providing significant Social Emotional Learning opportunities for all students in a safe, inclusive and caring environment.
- **Goal 5:** Support a well-trained and caring staff to develop positive relationships and build connections between students, parents, and the school community.

Describe how the proposed program meets the Quality Standards for Expanded Learning in California:

[https://drive.google.com/file/d/18pvB\\_cnDHf355xSzJsqwavnljaxhPp3c/view?usp=sharing](https://drive.google.com/file/d/18pvB_cnDHf355xSzJsqwavnljaxhPp3c/view?usp=sharing)

#### **Program provider must:**

- Ensure all program requirements are followed and met as outlined by the District Program Plan Guide.

District ASES Plan

[https://docs.google.com/document/d/1U5ZPjLvruwOGrFC\\_FaKFyVV3L-5QqwTs/edit?usp=sharing&ouid=115627443144747674082&rtpof=true&sd=true](https://docs.google.com/document/d/1U5ZPjLvruwOGrFC_FaKFyVV3L-5QqwTs/edit?usp=sharing&ouid=115627443144747674082&rtpof=true&sd=true)

District ELOP Plan

[https://docs.google.com/document/d/e/2PACX-1vSS4O03AVGFyht7HwkAcIUeumK0fPWosD6gVsd\\_wnD7njTxietyy8cEQvwHrq49j9l5XprdfCF8y9c/pub](https://docs.google.com/document/d/e/2PACX-1vSS4O03AVGFyht7HwkAcIUeumK0fPWosD6gVsd_wnD7njTxietyy8cEQvwHrq49j9l5XprdfCF8y9c/pub)

- Ensure spaces and grounds used by the after school program are kept clean and orderly.
- Ensure that all provider employees meet the minimum qualifications.
- Ensure that all provider employees have completed Tuberculosis (TB) test and Federal and State fingerprinting clearance.
- Ensure that the student discipline policy is in alignment with the District and school site policies by working with District After School Program coordinators and school principals.
- Show a demonstrated ability to participate in required program evaluation activities, including collection of reliable and valid outcomes measures.

**D. Professional Development (10 Points)**

1. 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.
2. 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.
3. Describe how professional development offerings will be continually assessed and evaluated.
4. 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 program. (Aspects of data collection and reporting are subject to change based on state requirements.)
5. Describe how the program will enlist, utilize, orient and train your employees. How will the organization ensure supervision and student safety when staff is on site?
6. All employees who support the After School/Expanded Learning Opportunities program will need to follow all District policies, procedures, and practices, and all federal and state laws.

**E. Program Evaluation (10 points)**

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

[https://drive.google.com/file/d/18pvB\\_cnDHf355xSzJsqwavnljaxhPp3c/view?usp=sharing](https://drive.google.com/file/d/18pvB_cnDHf355xSzJsqwavnljaxhPp3c/view?usp=sharing)

The program will work with PUSD School Leadership to demonstrate that progress has been made toward meeting the program goals as outlined in the service agreement.

1. The provider will work with the school community and School Leadership to create, refine, and modify the site after school program plans as needed.
2. Describe how the organization will implement what they have learned from the implementation of the continuous improvement tools.
3. In partnership with PUSD, 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 program. (Aspects of data collection and reporting are subject to change based on state requirements.)
4. 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. The provider will use District-adopted tools for monitoring and evaluating the program on a monthly basis.

**F. Program Funding (20 points)**

**Base Contracts**

Provide the total cost of operating your program for 180 days at the specific school site base contracts and staffing based on numbers provided for ASES and ELOP expansion numbers. Actual number of students requiring after school services may vary depending on actual school enrollment during the 2024-2025 school year, and parental interest in the program. Both parties agree that the submitted cost is subject to change due to this variable and this format is being utilized only for bid consideration purposes.

**Supporting Contracts**



Provide the total cost of operating your program for the amount of days, name of schools, cost, and a detailed scope of work for the programming you will offer to our scholars in our After School Programs.

The District will provide an informational Bidder's Conference session for all potential bidders on **Tuesday, June 4, 2024** (Base Contracts 3:30PM-4:30PM and Supporting Contracts 4:30PM-5:30PM)

### ***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 and the agreement therein.
4. **Laws Governing Contract:** This contract shall be in accordance with the laws of the State of California, and will be entered into in the County of Pittsburg, in the State of California. The parties will further stipulate that the County of Pittsburg, California, is the only appropriate forum for any litigation resulting from a breach of a contract or any questions raised there from.
5. **Non-Discrimination:** It is the policy of PUSD 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, a successful Bidder 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 PUSD policies and regulations. In addition, a successful Bidder agrees to require compliance by all its subcontractor(s). A successful Bidder 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:**

Bidder certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Bidder further agrees that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where Bidder or any lower participant is unable to certify this statement, it shall attach an explanation to its solicitation proposal.

**Assurances to Meet Requirements for PUSD After School Programs**

<b>CERTIFIED ASSURANCES</b>	
<b>Program Elements</b>	
	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.
<b>Program Plan</b>	
	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.
<b>Program Operations</b>	
	The program will maintain a student-to-staff member ratio of no more than 20:1 for 1 <sup>st</sup> -8th Grade and 10:1 for TK/K.
	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.
	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 PUSD to uphold certified assurances.**

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_