



***REQUEST FOR PROPOSALS #01-ELO-P-2025***

**Expanded Learning Opportunities Program**

**School Year 2025- 2026**

**Grades TK - 6 (Elementary)**

**Leona Cox Community School, Valley View Community School,**

**Sulphur Springs Community School**

**Contact:**

Dr. Joshua Randall

Deputy Superintendent

661-252-5131

jrandall@sssd.k12.ca.us

**RETURN PROPOSAL NO LATER THAN:**

**Friday, April 4, 2025 – 1:00 PM**

Proposals received after this time will not be accepted.

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

Sulphur Springs Union School District

ATTN: Dr. Joshua Randall

27000 Weyerhauser Way

Santa Clarita, CA 91351

NOTICE IS HEREBY GIVEN that the Sulphur Springs Union School District (“District”) invites and will receive sealed proposals from interested and qualified proposers for furnishing the Expanded Learning Opportunity Programs (“ELO-P”) at **Leona Cox Community School, Valley View Community School, Sulphur Springs Community School** for the 2025-2026 school year.

The Request for Proposals (“RFP”) will be posted on March 17, 2025 on the District website: <https://www.sssd.k12.ca.us>.

Sealed proposals shall be delivered and addressed to **Sulphur Springs Union School District, Attn: Dr. Joshua Randall, 27000 Weyerhauser Way, Santa Clarita, CA 91351** no later than **1:00 PM on April 4, 2025**. Proposals received after the scheduled submittal deadline will be rejected. Proposals must bear original signatures and figures.

This RFP is issued pursuant to Government Code section 53060, which states that the legislative body of any public or municipal corporation or district may contract with and employ any persons for the furnishing to the corporation or district special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required. While the District is not required to undergo a competitive process to award this contract, the District nonetheless issues this RFP to maximize competition for the services.

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. The District reserves the right to seek proposals from, or to contract with, any vendor not participating in this process. The District further reserves the right to accept all or part of any proposal, to award to one or more proposers for a single site or multiple sites or to cancel in part or in its entirety the RFP. The District also reserves the right to amend this RFP as necessary. Proposals will remain open and valid for 30 days after the date set for the opening. Any proposer 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. Incomplete proposals will not be considered.

All materials submitted to the District in response to this RFP shall remain the property of the District. The District shall not be responsible for the costs of preparing any proposal in response to the RFP.

Awards made under this RFP are subject to the approval of the District Board of Trustees.

## **TIMELINE**

Release of RFP	March 17, 2025
Proposals Due	April 4, 2025 at 1:00 PM
Contract Review	April 7-11, 2025
Board Consideration of Contracts	April 16, 2025
New Contracts begin	August 1, 2025

## **INTRODUCTION**

The District invites interested organizations and other entities to submit proposals to provide on-site ELO-P for TK-6<sup>th</sup> grade. Expanded Learning Opportunities Programs are funded by the state.

Proposers can refer to the District's school calendars and bell schedules 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 ELO-P and will end at 6:00 PM, or at a time designated by the District. Please take a look at the school site bell schedules to see the times of school dismissal.

## **PROGRAM OVERVIEW**

The District is accepting proposals from community partners with experience serving students to provide ELO-P on our school sites in the hours before or after the school day is completed and during intersession days.

## **PUBLIC RECORDS**

All records and information submitted in response to this RFP or in response to requests for additional information are 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, proposers 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 proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. 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 Proposals:**

1.1. The District invites qualified proposers to submit a proposal related to its qualifications and ability to provide the services as indicated herein.

1.2. The District intends to retain proposer(s) that have the background, strength, management and expertise who can provide the District’s Transitional Kindergarten (TK) to 6th grade students with ELO-P each school day during the 2025-2026 school year until 6:00 PM. and/or up to 30 additional intersession days outside of the school year. Proposers selected as a result of this process will provide the services and work cooperatively with the District staff while providing the services.

1.3. Any contract resulting from this RFP is subject to appropriation of funds by the District’s Board of Trustees for each year of service.

## OBJECTIVES

The intent of this RFP is to contract with an ELO-P provider(s) who will be selected to:

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

The services will be delineated below. The District, on behalf of the schools listed, intends to enter a one (1) year contract for services during the 2025-2026 school year with an option to extend the contract on a yearly basis for up to four (4) 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 allow the District to terminate the contract for convenience or default.

## 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 envELO-Pe addressed and delivered no later than 1:00 PM on April 4, 2025 to the following address:

Sulphur Springs Union School District  
Attn: Dr. Joshua Randall  
27000 Weyerhauser Way  
Santa Clarita, CA 91351

The proposal envELO-Pe should be clearly marked: “**RFP 25-26 SY** Expanded Learning Opportunity Program.” It is the proposer’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.

## **1. Program Requirements**

### **A. Program Elements**

The ELO-P 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**

ELO-P 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 DevELO-Pment
- Martial Arts
- Gymnastics/Tumbling
- Cooking and Nutrition
- Physical Fitness, Sports
- Recreational Activities
- Leadership and Entrepreneurial Skills DevELO-Pment
- Character Education Programs
- School Safety, including Violence, Drug, and Tobacco Use Prevention
- Mentoring Opportunities (with cross-age peers and business and community partners)

## 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>-6<sup>th</sup> grades. Staff must possess the appropriate qualifications and licensing necessary for the services to be performed.

#### Requirements for All Proposer Staff

Before staff begin working in ELO-P, they will need to be fully vetted and onboarded by the District.

- **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)
- **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 proposer.

The ELO-P 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. Proposer will be required to secure one-on-one aides when needed based on students' Individual Education Plans. Proposer will be required to provide staffing support for students' health care plans if needed.

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 proposer 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 Two Million Dollars (\$2,000,000) for each occurrence and Three Million Dollars (\$3,000,000) 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, as required by the State of California, with statutory limits, and employer's liability insurance with limit of no less than \$2,000,000 per accident for bodily injury or disease.

3. AUTOMOBILE LIABILITY coverage including Hired and Non-Owned Auto Liability not less than Two Million Dollars (\$2,000,000) 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 Two Million Dollars (\$2,000,000) 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 Sulphur Springs Union School District, its officers, employees, volunteers and agents, as additional insured. Said Additional Insured endorsement shall be provided to the District upon successful proposer'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 proposer 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 proposer. 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 proposer to the District.

The proposer shall furnish the District with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting 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.

### **3. PROPOSAL REQUIREMENTS**

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, and how you will evaluate program progress. Include a program budget (Exhibit A) in spreadsheet format on the submitted zip drive.

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

- a) Provide at least three references, 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.

### **4. EVALUATION OF PROPOSALS**

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

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 DevELO-Pment            | (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 FRPM).

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 devELO-Pment 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 and between students 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 devELO-Pmental 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.

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

Describe how the proposed program's mission, vision, and purpose will align with our ELO-P goals.

- **Goal 1:** Partner with ELO-P 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 devELO-P 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://www.afterschoolnetwork.org/sites/main/files/file-attachments/quality\\_standards.pdf](https://www.afterschoolnetwork.org/sites/main/files/file-attachments/quality_standards.pdf)

**D. Professional DevELO-Pment (10 Points)**

1. Describe how ongoing professional devELO-Pment will be conducted based on staff needs. Include the types of professional devELO-Pment that will be offered, how often and for whom.
2. Describe how professional devELO-Pment offerings will be continually assessed and evaluated.
3. 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?

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

1. Describe how the organization will collaborate with the District to develop ELO-P continuous improvement tools. Reference Quality Standards for Expanded Learning in California:  
[https://www.afterschoolnetwork.org/sites/main/files/fileattachments/quality\\_standards.pdf](https://www.afterschoolnetwork.org/sites/main/files/fileattachments/quality_standards.pdf)
2. Describe how the organization will implement what they have learned from the implementation of the continuous improvement tools.

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

Provide the total cost of operating your program for 180 days. Both parties agree that the submitted cost is subject to change due to this variable and this format is being utilized only for proposal consideration purposes.

**5. Excluded Parties Certification: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:**

Proposer 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. Proposer further agrees that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where proposer or any lower participant is unable to certify this statement, it shall attach an explanation to its proposal.