

<p><b>REQUEST FOR PROPOSALS</b> <b>AFTER SCHOOL ENRICHMENT PROVIDERS</b> <b>RFP # 2022-09-21</b></p>
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**OVERVIEW AND SUBMISSION GUIDELINES**

The Saugus Union School District (“District”) is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to submit proposals to provide after school enrichment services for the 2023-24 school year, with an option for renewal, at the District’s sole discretion, under the same terms and conditions for an additional four (4) years.

Respondents to this Request for Proposals (“RFP”) shall submit one (1) electronic copy of their proposal (PDF file format), as further described herein, to:

**Nick Heinlein**  
**Assistant Superintendent of Business**  
**Saugus Union School District**  
**24930 Avenue Stanford, Santa Clarita, CA 91355**

Please submit the electronic copy via email to [nheinlein@saugusud.org](mailto:nheinlein@saugusud.org).

**ALL SUBMITTALS ARE DUE BY 2:00 P.M., on Monday, October 23, 2023.**

LATE SUBMITTALS WILL NOT BE ACCEPTED OR CONSIDERED.

Each Submittal must conform and be responsive to the requirements set forth in this RFP.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified. **RESPONDENT IS RESPONSIBLE FOR READING THIS RFP IN ITS ENTIRETY.** No submittal shall be withdrawn for a period of sixty (60) days after submission to the District.

Questions regarding this RFP must be submitted in writing to Shellie Gibson, Administrative Assistant, at [sgibson@saugusud.org](mailto:sgibson@saugusud.org) by **2:00 pm on Monday, October 16, 2023.**

## **I. INTRODUCTION**

The Saugus Union School District (“District”) is a public K-12 school district located in Santa Clarita Valley, in Los Angeles County, California. Currently, the District operates a total of fifteen elementary schools.

The District is seeking proposals in response to this RFP from experienced entities to provide after school enrichment services for the 2023-24 school year.

Based upon the information presented within proposals, the District’s Selection Committee may shortlist firms to participate in interviews with the District’s Selection Committee and evaluate proposals based on the criteria set forth herein.

A complete response is required in order to be considered. The District reserves the right to reject any and all submissions and seek additional responses if the number or quality of responses does not meet the stated criteria.

### **A. LIMITATIONS AND DISTRICT RIGHT TO REJECT**

The District reserves the right to contract with any entity responding to this RFP. This RFP does not commit the District to select any firm and the District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The awarding of the after school enrichment services contract(s), if at all, is at the sole discretion of the District.

The District shall in no event be responsible for the cost of preparing a response to this RFP. The District shall not be liable for any costs incurred in preparing and submitting responses to this RFP. In no event will the District reimburse any respondent for any costs or expenses incurred in preparing and submitting responses to this RFP.

The District, in its sole discretion, reserves the right to:

- Accept or reject any and all submittals, or any portion or combination thereof;
- Choose any combination of proposals;
- Interview any, all, or none of the respondents;
- Negotiate with any one or more respondents;
- Contract with any entity responding to this RFP in whatever manner the District decides;
- Extend the deadline to submit a proposal;
- Amend or cancel in part or in its entirety this RFP;
- Abandon the RFP entirely;
- Make a selection on the basis of the total submittal;
- Waive any informality or non-substantive irregularity, not affected by law, as the interests of the District may require; and/or
- Evaluate each submittal, and award a contract, if any, according to the proposal which best serves the interest of the District at a reasonable cost to the District.

The Respondent's proposal, and any other supporting materials submitted to the District in response to this RFP will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned.

The District reserves the right to add additional firms for consideration after receipt of this RFP if it is found to be in the best interest of the District. All decisions concerning firm selection will be made in the best interests of the District.

## **B. FULL OPPORTUNITY**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE"), and minority and women business enterprises shall be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

## **C. RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity responding to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process or the award of the contract(s) with any member of the District's Governing Board ("Board"), selection committee members, or with any employee of the District except for clarifications and questions as described herein in Overview and Submission Guidelines or regarding services being provided due to a pre-existing contract. Any such contact shall be grounds for the disqualification of the firm.

## **II. MINIMUM REQUIREMENTS**

Selected firm(s) must be able to execute the District's standard agreement. A copy of the District's After-School Enrichment Agreement ("Agreement") will be provided by the District.

### **A. INDEMNITY**

Firms responding to this RFP must acknowledge that they have reviewed these provisions of the Agreement and must agree to the indemnity provisions and insurance provisions contained in the District's Agreement and confirm in writing that, if given the opportunity to contract with the District, the firm has no substantive objections to the use of the District's Agreement.

## B. INSURANCE

The District requires at least the following insurance coverage:

1. **Commercial General Liability Insurance**, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments
  - a. Each Occurrence **\$1,000,000**
  - b. General Aggregate **\$2,000,000**
2. **Automobile Liability Insurance**
  - a. Combined Single Limit per Occurrence **\$1,000,000**
3. **Workers' Compensation** **Statutory Limits**
4. **Employer's Liability** **\$1,000,000**
5. **Abuse and Molestation Insurance (if alone with children)**
  - a. Each Occurrence **\$3,000,000**
  - b. General Aggregate **\$3,000,000**

The successful proposer ("Contractor") shall provide to the District certificate(s) of insurance and endorsements satisfactory to the District. Insurance policy(ies) shall not be amended or modified and coverage amounts shall not be reduced without thirty (30) days written notice to District prior to modification and/or cancellation. Except for workers' compensation insurance, the District shall be named as an additional insured on all policies. Contractor's policy(ies) shall be primary; any insurance carried by the District shall only be secondary and supplemental. Contractor shall not allow any employee or agent to commence work on any contract or any subcontract until the insurance required of the Contractor, employee, or agent has been obtained.

## III. SCOPE OF REQUIRED SERVICES

This RFP is for after school enrichment services related to activities and programs within the Saugus Union School District's schools. The California Department of Education (CDE) After School Education and Safety (ASES) Program and Expanded Learning Opportunity Program along with parent funding fund the establishment of local before and after school education and enrichment programs. The goal is to support local efforts to improve assistance to students and broaden the base of support for education in a safe, constructive environment.

By way of this RFP, the District intends to award the contract(s) to qualified after school enrichment partners. The purpose of this RFP is to obtain information that will enable the District to select qualified enrichment partners to provide educational enrichment and safe, constructive alternatives for students in grades TK-6.

### A. SCOPE OF WORK

Although the full scope of services shall be negotiated in the Agreement, the enrichment partners will be expected to be capable of providing, at a minimum the following:

- Serve at least 3 schools per rotation (rotations are 8 week periods) at elementary sites
- Enrichment staff will work a minimum of one (1) hour per day

- Enrichment staff will rotate to a new group of schools after each eight (8) week session, three (3) rotations per school year
- Enrichment partners will serve approximately 800 TK-6 students per rotation
  - 2,400 TK-6 students per school year (100 students per school at 15 schools)

## **B. PROGRAM IMPLEMENTATION**

Proposed enrichment services must align with at least one of the five areas:

1. Arts and Culture
2. Science Technology Engineering and Math (STEM)
3. 21<sup>st</sup> Century Skills (e.g. software, leadership, trades, etc.)
4. Education and Career Readiness (e.g. study and organizational skills, etc.)
5. Specialized and Playful Movement (e.g. sports, dance, martial arts, etc.)

The enrichment services for grades TK-6 must ensure at least a 20:1 staff to student ratio pursuant to Education Code Section 8483.4.

In collaboration with District approval, enrichment partners must develop bilingual marketing materials to inform the students and parents of the enrichment services provided.

Staffing changes must be communicated to the District.

## **C. PROGRAM EVALUATION**

District site staff will provide a survey to parents/guardians of students in enrichment programs with questions to determine if they are early, developing, or meeting/exceeding in the following areas:

- Safe and supportive environment
- Active and engaged learning
- Skills building
- Youth voice and leadership
- Quality staff

Community providers who score “Early” or “Developing” on the survey will be required to submit an action plan for improvement.

- Service providers who do not improve their results within two consecutive sessions will be deemed “Non-Performance” and subject to dismissal.

## **D. PROFESSIONAL DEVELOPMENT**

All community provider administrators and/or program staff will be required to attend District-provided Orientation (1 hour):

- Policies and Procedures
- Student Supports

- Positive Behavior and Intervention Supports
- Effective Supervision

#### **E. STAFFING**

All Community provider administrators and program staff, who will have direct contact with students or visit school sites, must complete the background check process prior to accessing a school campus.

Any Community provider program staff with allegations brought forward against him or her will be subject to the District's investigation process, including but not limited to removal from the school program.

- Community provider administrators will be involved in the investigation process to the extent possible.

#### **F. ADMINISTRATIVE REQUIREMENTS**

Any solicitation to participate in a program not related to the Child Development Program needs to be done outside of the Child Development Program.

#### **G. BUDGET**

Community providers will be awarded contracts not to exceed \$150,000.00 including administrative costs per rotation.

Administrative overhead is not to exceed 10% of the total proposed budget.

Community providers must complete the provided Program Budget Template and include:

- Staff Salaries (direct services)
- Statutory
- Supplies and Equipment (one-time cost)
- Supplies and Equipment (recurring cost)
- Other, if necessary and directly related to program expenses

Community providers must complete the provider Administrative Budget Template and include:

- Admin Salaries (indirect services)
- Statutory
- Supplies and Equipment (one time cost)
- Supplies and Equipment (recurring cost)
- Other, if necessary and directly related to program expenses

Community providers are responsible for buying, maintaining, and will retain ownership of any equipment and materials.

Outside of the proposed budget, no requests of the District or students will be made to fund any participation in the program.

The proposal is to demonstrate the qualifications, competence, and capacity of the firm.

**IV. CONFLICT OF INTEREST**

Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of any contract without immediate divulgence of this fact to the District.

**V. ASSIGNMENT**

Any contract resulting from this RFP and any amendments or supplements thereto shall not be assignable by the successful consultant either voluntarily or by operation of law without the written approval of the District.

**VI. PROPOSAL REQUIREMENTS**

**A. SUMMARY OF REQUIRED QUALIFICATIONS**

The Scope of Services includes after school enrichment services for the District's schools.

**B. FORMAT REQUIREMENTS**

Firms submitting proposals in response to this RFP must follow the format below.

- PDF file formatted to print in 8-1/2 x 11 inch format
- Font no less than 11 point
- Shall not exceed 24 (twenty four) pages, not including the Letter of Interest, table of contents, resumes, and fee schedules
- Each proposal shall include a Front Cover stating the following:

***“Proposal for [FIRM NAME] for After School Enrichment Services in Response to Saugus Union School District’s RFP #2022-09-21”***

Submittal email should clearly state the name of the responding firm clearly in the email. Each proposal shall include a table of contents and have pages that are labeled with the boldface headers below (e.g. the first label would be entitled “**Letter of Interest**”, the second label entitled “**Business Information**”, etc.).

**Provide one (1) electronic copy of the Proposal in PDF format in the submittal email.**

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

## C. PROPOSAL CONTENT REQUIREMENTS

### 1. Section 1 – LETTER OF INTEREST (maximum of 1 page)

- Provide a letter of introduction signed by an authorized officer of the firm. If the firm is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture
- Firm name
- Address, include any branch office address and point of contact.
- Telephone number
- E-Mail address
- Identify team [if applicable]
- Include a brief description of why your firm is well suited for, and can meet, the District's needs
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process
- Summarize qualifications most relevant to this Project
- **Must include the following statement:**  
***[INSERT FIRM'S NAME] received a copy of the District's standardized form of After School Enrichment Agreement ("Agreement") attached as Attachment "A" to the RFP. [INSERT FIRM'S NAME] has reviewed the indemnity provisions and insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM'S NAME] has no objections to the use of the Agreement."***
- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District

### 2. Section 2 – BUSINESS INFORMATION (maximum 1 page plus certificates of insurances)

Respondent must provide the following information for itself and for any and all other firms with which it will joint venture or associate on this Project:

- Company name
- Address
- Telephone
- Website
- Name and email of main contact
- Federal Tax I.D. Number
- License or Registration Number
- Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). If a joint venture, describe the division of responsibilities between participating

companies, offices (location) that would be the primary participants, and percentage interest of each firm

- Certificate(s) of Insurance identifying the firm's current insurance coverages
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name
- Number of professional employees and support staff (licensed professionals, technical support)
- Location of nearest branch office where the bulk of services solicited will be performed and number of professional employees located there
- A fee schedule listing hourly rates for each staff category, including overtime rates, and listing all other charges to be billed under reimbursables
- Any State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status
- How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant
- How sub-consultants will be utilized on the Program and/or project(s) within the Program and to what extent work will be performed in-house
- Provide similar information for proposed sub-consultants

**3. Section 3 – COURSE TITLES AND DESCRIPTIONS** (maximum 6 pages)

Respondent must provide list of all available courses with the following information:

- Course description
- Age range for course
- Total cost for each 8 week course

**4. Section 4 - RELEVANT TK-6 PROJECT EXPERIENCE AND REFERENCES** (maximum 8 pages)

**PROJECT EXPERIENCE:** Respondent shall provide any experience applicable to California public school projects in the past ten (10) years. Information provided in this section should only include projects completed by the respondent firm or a proposed subconsultant.

Respondent shall provide a minimum of five (5) relevant references from past clients. References may be contacted to attest to the respondent's ability to perform the described services.

Provide a list of clients and/or website projects related to K-12 schools completed in the past ten (10) years. For each listed client and/or website, include the following:

- Client name and location
- Type of Project

- Brief description of scope of the work; and
- Start and completion date
- Key individuals of the firm involved, and their roles in the project
- Identify any consultants that worked with your firm; and

**REFERENCES:** Owner/District name with name, title, current address, telephone number, and email address of contact person.

**5. Section 5 – LITIGATION AND CLAIMS HISTORY** (maximum 1 page)

Provide a comprehensive five (5) year summary of the firm’s litigation, arbitration, and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and the outcome, if any.

Provide a comprehensive five (5) year summary of any claims (whether or not pursued through litigation) in which your firm has been involved. Provide details as to the parties involved, the scope and nature of the claim, the status of the claim, and the outcome of the claim, if any.

A proposal failing to provide this requested information on claims, lawsuits, and/or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

**6. Section 6 – PROJECT TEAM SUMMARY** (maximum 5 pages)

The selected firm shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for the applicable services as described herein.

- Identify and provide resumes for key personnel and/or team members, including sub-consultants, and the roles to which they will be assigned. List dates of employment by your firm whether employed as an employee, independent contractor, sub-consultant, or otherwise, and office addresses for each of the identified personnel. Resumes shall include specific qualifications and recent related experience and shall include a list of references with contact names and phone numbers.
- For each of the identified personnel, state qualifications relevant to the services for which the proposal is being submitted and the scope of the project, including responsibilities, titles, licenses, certifications, and clearly identify experience in school projects.
- Include current fee schedule per hour for each proposed firm member(s) and prospective sub-consultants, including overtime rates.
- Indicate which person will be the District’s single point of contact for the Project.
- If any work is to be provided by sub-consultants include a statement as to how this shall be organized, including identified roles and qualifications of

sub-consultants, if any. Note: firm(s) selected for inclusion in the District's pool of applicable consultants will be required to demonstrate long term relationships with any sub-consultants and submit resumes and recent project experience where the sub-consultant is utilized as part of any response to any subsequent Request for Proposals for the Project(s).

- Each proposal must include evidence that the firm is legally permitted and properly licensed for the scope of work for which the proposal is submitted and to conduct business in the State of California.
- The District expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the District reserves the right to approve that team member's replacement.

**7. Section 7 – FEES (maximum 1 page)**

Although this RFP is not a request for a specific proposal, the District requires each respondent to provide a **fully burdened fee schedule** for the types of service that you offer. Be thorough and specific as this will form the basis of any contract for services that may be presented by the District. Include typical staffing expectations, professional fee schedules, and a discussion of the total expected costs that the District could expect for specific projects.

- Total not to exceed fee proposal.
- Total cost of each eight (8) week course inclusive of all materials and fees.
- Provide your firm's fully burdened hourly billing rates by position for additional services (proposed) and reimbursable schedule (proposed).
- Included within the fee proposal should be the identification of proposed reimbursables by category (i.e. offices, computers and peripherals, printers, fax machines, photocopy equipment, other as identified by proposing entity). Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation. All reimbursables will require receipts to be provided to the District.

**8. Section 8 – APPENDICES (maximum 1 page)**

- Conflict of Interest Certification.

**VII. SELECTION CRITERIA**

A Selection Committee will evaluate all submissions. Each proposal must be complete. Incomplete Proposals will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a firm is responsive, responsible, and qualified.

Based upon the information presented in the submissions, the District's Selection Committee will choose the most highly qualified firms to be interviewed. After the interviews, the Selection Committee will evaluate and score entries based on the applicable criteria and identify one or more firms for award of the requested services.

## A. EVALUATION

The proposal will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFP, including, without limitation:

- Accessibility of staff.
- Reputation of the firm.
  - Satisfaction of previous clients (client relationships).
  - Timeliness of work and ability of the firm to meet schedules.
  - Acceptable and verifiable professional references for relevant experience.
- Capacity and other current commitments/ability of firm to handle demands of the project, including without limitation availability of staffing and the level of service, and availability of resources to meet anticipated schedule and Project requirements.
- Directly related work experience with California public schools will be highly ranked. This includes, without limitation the respondent firm's experience and performance history with similar projects for California K-12 school districts.
- Credentials, including without limitation experience, results, and professional and technical expertise, of specific employees assigned as members of the proposed team for the District.
- The success, value, and cost effectiveness of the firm's past work, and any specialized capabilities to support innovative solutions for the project.
- Overall responsiveness of the proposal.

<b>Evaluation Scoring</b>		
<b>No.</b>	<b>Criteria</b>	<b>Weight</b>
1	Accessibility	5%
2	Reputation of Firm	10%
3	Capacity and Current Commitments	10%
4	Experience	20%
5	Credentials	10%
6	Past Work & Specialized Capabilities	25%
7	Responsiveness	20%

## B. DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the proposal. The District may request a firm to submit additional information pertinent to the review process. The

District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

**VIII. SUBMISSION GUIDELINES**

Each proposal must conform and be responsive to the requirements set forth in this RFP.

The District reserves the right to waive any informalities or irregularities in received Submittals. Further, the District reserves the right to reject any and all proposals and to negotiate contract terms with one or more respondent firms for one or more of the work items.

**IX. RFP RESPONSE SCHEDULE SUMMARY:**

The District reserves the right to change the dates on the schedule without prior notice.

<b>DATE</b>	<b>EVENT</b>	<b>TIME DEADLINE</b>
<b>Friday, August 11, 2023</b>	<b>Release and advertisement of RFP</b>	<b>5:00 p.m.</b>
<b>Monday, October 16, 2023</b>	<b>Deadline for submission of written questions to District concerning RFP</b>	<b>2:00 p.m.</b>
<b>Monday, October 21, 2023</b>	<b>District’s response to questions</b>	<b>2:00 p.m.</b>
<b>Monday, October 23, 2023</b>	<b>Deadline for all proposal submissions</b>	<b>2:00 p.m.</b>
<b>Thursday, November 7, 2023</b>	<b>Release of qualified short-listed firms</b>	<b>2:00 p.m.</b>
<b>Monday-Thursday, November 13-16, 2023</b>	<b>Interviews of short-listed firms.</b>	<b>TBD</b>
<b>Friday, November 17, 2023</b>	<b>Notification to selected Firm(s)</b>	<b>2:00 p.m.</b>