



REQUEST FOR PROPOSALS

Fiscal Year 2024-2025

Expanded Learning Opportunities Program (ELO-P)

RFP#2402 BPSD-ELO-P-04052024

Buena Park School District
6885 Orangethorpe Avenue,
Buena Park, CA 90620

www.bpsd.us

RFP Timeline

Event	Date
RFP Advertisement Dates	April 5, 2024 & April 12, 2024
RFP Posted and Available on Website	April 5, 2024
RFP Submission Due Date	April 18, 2024
Panel Interviews & <i>Virtual Presentations</i>	April 26, 2024
Agency Status Notifications	May 2, 2024
Board Approval	May 13, 2024

NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the Buena Park School District in California, acting by and through its Governing Board, will receive up to, but no later than, 4:00 pm PST, April 18, 2024, sealed proposals for:

Expanded Learning Opportunities Program (ELO-P)
RFP#2402 BPSD- ELO-P-RFP-04052024

The proposal must be submitted to the [Buena Park School District, 6885 Orangethorpe Ave. CA, 90620 - ATTN: Seri Hwang, Educational Programs](#), by mail-in or drop-off no later than 4:00 pm on April 18, 2024, at which time the District will publicly open proposals. Proposals will not be read at the time of receipt. The District will go through the review process and post results as noted in the bid document. It is the sole responsibility of the Proposer to ensure responses are received at the proper time and location.

Proposals shall be presented in accordance with the specifications. Proposal specifications may be obtained on the district's website at: www.bpsd.us

Any questions regarding this notice should be directed to [Seri Hwang, Director of Educational Programs, \[shwang@bpsd.us\]\(mailto:shwang@bpsd.us\)](#). Questions must be submitted no later than 4:00 p.m. on April 15, 2024.

The Governing Board reserves the right to reject any and all proposals and any and all items of such proposals. This RFP shall also be subject to any and all applicable laws, regulations and standards.

Governing Board of the BUENA PARK SCHOOL DISTRICT

Publication: Buena Park Independent: April 5, 2024 & April 12, 2024

PROGRAM OVERVIEW

1. Introduction

Buena Park School District is accepting proposals from community partners with experience operating high-quality after-school programs to provide our students with Expanded Learning Opportunities on select elementary and middle school sites. "Expanded learning" means before-school, after-school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are

pupil-centered, results-driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

The Expanded Learning Opportunity Program will be the umbrella under which all after-school programs operate.

Community partners shall comply with all applicable laws, including without limitation the California Education Code, all California Department of Education regulations or guidance applicable to [After School Education and Safety Programs \(ASES\)](#) and [Expanded Learning Opportunities Program \(ELO-P\) funding](#), and all federal, state, and local laws regarding Public Health. Such requirements include a precondition that all staff submit to fingerprinting and a state and federal background check, prior to commencing work.

2. Request for Proposal Process

Persons or entities ("Proposer") submitting proposals in response to this Request for Proposals ("RFP") should direct all questions to the following District contact: [Seri Hwang, Director of Educational Programs, shwang@bpsd.us](#). Questions must be submitted no later than April 15, 2024. Contacting District employees not listed for accepting questions may result in the disqualification of a vendor from further participation in the bid process.

The District reserves the right to reject any and all responses to this RFP. 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 shall not be responsible for the costs of preparing any proposal in response to the RFP.

II. GENERAL INFORMATION

The District invites qualified agencies ("Provider" or "Providers") to submit a Proposal ("Proposal") related to their qualifications and ability to provide the services described herein ("Services").

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 6th-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 regular school year. The Buena Park School District [school year calendar](#) can be found on our website at www.bpsd.us. Providers selected as a result of this process will provide the Services and work cooperatively with the District leadership while providing the Services. The District reserves the right to award to multiple Providers.

The Expanded Learning Opportunities will be offered to District students throughout the entire school year. These programs will take place in the District's elementary and intermediate schools. The student-to-adult ratio for this program is 10:1 for Transitional Kindergarten and Kindergarten and 20:1 for 1st through 6th grades.

III. TERMS AND CONDITIONS

1. Late Proposals

No proposal received after the due date deadline will be considered.

2. Amendments to RFP

The District reserves the right to amend this RFP at any time, prior to the RFP closing date.

3. Final Authority to Award

The final authority to award contracts as a result of this RFP rests solely within the discretion of the District.

4. Public Records

Proposals will be opened privately to assure confidentiality and avoid disclosure of the contents to competing Providers prior to and during the review, evaluation, and negotiation processes. However, all information submitted in the RFP process or in response to requests for additional information is subject to disclosure under the provisions of the California Public Records Act, Government Code section 7920.000 *et seq.*

Those elements in each response which are trade secrets, as that term is defined in Civil Code section 3426.1(d), or otherwise exempt by law from disclosure, and which are prominently and specifically identified as containing confidential information, may be given extra consideration when determining whether they are subject to disclosure.

The District shall not, in any way, be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed required by law or by an order of the court. A Provider that indiscriminately identifies all or most of its submittal as exempt from disclosure without justification may be deemed non-responsive.

5. Confidentiality of Student Information

Proposer, and its employees, agents, contractors, and subcontractors shall maintain the confidentiality of all information received in the course of performing work under this RFP, particularly as it relates to personally identifiable information regarding students and their families. This requirement to maintain the confidentiality of student information shall extend beyond the termination of all contracted work. Proposers will defend and indemnify the District against any claim(s) of breach of confidentiality of student information caused or alleged to have been caused by Proposers' conduct or any of its employees, agents, contractors, or subcontractors.

IV. INSTRUCTIONS - Proposers may submit for one or more RFP options.

RFP Option 1: Full School Year + 13 Intersession Days (Intersession Days: Oct. 3-4, 2024, Nov. 25-27, 2024, Dec. 26-27, 2025, Jan. 2-3, 2025 Mar. 17-20, 2025)

Full School Year Program:180 days + Intersession Days:13 days

- Provide a comprehensive Expanded Learning Opportunities Program
- Serve a minimum of 100 students per site
- Serve a minimum of 5 sites for the District
 - 4 sites TK-2nd
 - 1 site TK-2nd
- Clear accountability measures to ensure the effectiveness of your program
- Ability to provide programming for 13 additional non-instructional days beyond the regular school year
- Ability to provide Short-term Enrichment programs (ie. sports, STEAM, Arts, etc.)
- Ability to provide assistance for students who are not yet toilet independent.
- Ability to provide first-aid CPR and emergency procedures such as EpiPen use as needed.
- Ability to support students with behavioral and other additional needs including a positive intervention approach.
- Collaborate with district staff on academic intervention program including flexible schedule.

RFP Option 2: Full School Year + 13 Intersession Days (Intersession Days: Oct. 3-4, 2024, Nov. 25-27, 2024, Dec. 26-27, 2025, Jan. 2-3, 2025 Mar. 17-20, 2025)

Full School Year Program:180 days + Intersession Days:13 days

- Provide a comprehensive Expanded Learning Opportunities Program
- Serve a minimum of 100 students
 - 1 site 3rd-5th
- Clear accountability measures to ensure the effectiveness of your program
- Ability to provide programming for 13 additional non-instructional days beyond the regular school year
- Ability to provide Short-term Enrichment programs (ie. sports, STEAM, Arts, etc.)
- Ability to provide assistance for students who are not yet toilet independent.
- Ability to provide first-aid CPR and emergency procedures such as EpiPen use as needed.
- Ability to support students with behavioral and other additional needs including a positive intervention approach.
- Collaborate with district staff on academic intervention program including flexible schedule

RFP Option 3: 13 Intersession Days (Intersession Days: Oct. 3-4, 2024, Nov. 25-27, 2024, Dec. 26-27, 2025, Jan. 2-3, 2025 Mar. 17-20, 2025)

Full School Year Program:180 days + Intersession Days:13 days

- Provide a comprehensive Expanded Learning Opportunities Program
- Serve a minimum of 100 students per site
 - 4 sites 3rd-5th
 - 2 sites 6th grade
- Clear accountability measures to ensure the effectiveness of your program
- Ability to provide programming for 13 additional non-instructional days beyond the regular school year
- Ability to provide Short-term Enrichment programs (ie. sports, STEAM, Arts, etc.)
- Ability to provide assistance for students who are not yet toilet independent.
- Ability to provide first-aid CPR and emergency procedures such as EpiPen use as needed.
- Ability to support students with behavioral and other additional needs including a positive intervention approach.
- Collaborate with district staff on academic intervention program including flexible schedule

RFP Option 4: 17 Summer Intersession Days (Intersession Days: June 4-27, 2025)

Summer Intersession Days - 17 Days

- Provide a comprehensive Expanded Learning Opportunities Program
- Serve a minimum of 800 students TK- 6th grade across the district
- Provide program at one middle school and one elementary school
- Clear accountability measures to ensure the effectiveness of your program
- Short-term Enrichment programs (ie. sports, STEAM, Arts, etc.)
- Ability to provide assistance for students who are not yet toilet independent.

- Ability to provide first-aid CPR and emergency procedures such as EpiPen use as needed.
- Ability to support students with behavioral and other additional needs including a positive intervention approach.
- Collaborate with district staff on academic intervention program including flexible schedule

RFP Option 5: Short-Term Enrichment

- Provide enrichment programming during the regular school year and/or for 30 additional non-instructional days beyond the regular school year.
- Short-term Enrichment programs (ie. sports, STEAM, VAPA, Speech and Debate etc.)

The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and intersession enrichment programs for transitional kindergarten through sixth grade. The Expanded Learning Opportunity Program will be the umbrella under which all after-school programs run five days per week, starting at the end of the school day and finishing no later than 6:00 pm each school day and for 9 hours on 30 non-school, summer, or intersession days.

Please address in your application how your program will incorporate developmentally appropriate, play-based enrichment activities for Transitional Kindergarten and Kindergarten students. These activities should be aligned with the [California Preschool Learning Foundations](#) and the State Standards for Kindergarten. There should be an emphasis on the visual and performing arts, social-emotional learning, and physical development/health.

The purpose of these contracts is to provide high-quality engaging activities for our TK – 6th-grade students. All activities should incorporate the following [Quality Standards](#) into their program:

- Safe and Supportive Environment
- Active and Engaged Learning
- Skill Building
- Youth Voice and Leadership
- Healthy Choices and Behaviors
- Diversity, Access, and Equity
- Quality Staff
- Clear Vision, Mission, and Purpose

V. Submission of Proposal

The proposal must be submitted to the **Buena Park School District, 6885 Orangethorpe Ave. CA, 90620 - ATTN: Seri Hwang, Educational Programs, by mail-in or drop-off no later than 4:00 pm on April 18, 2024.** The narrative portion of the application, exclusive of the budget, daily program schedule, and relevant attachments, should not exceed fifteen (15) typed pages, double-spaced with a twelve-point (12pt.) typeface.

1. PROPOSAL NARRATIVE

- a. Provide a brief description of your organization, your goals, and your capacity to provide this type of service, meeting the requirements listed above as well as how your program supports BPSD's [LCAP](#) goals.
- b. If you can provide optional services (ie. enrichment, non-instructional day programming, etc.), describe the program you wish to bring to our students participating in the Expanded Learning Opportunities Program. Include a description of the proposed activity, staffing, timeline, number of students served, and space required. Please explain your past experience providing this type of program in a school setting.
- c. Please address how the above-mentioned [Quality Standards](#) will be incorporated into your program. Please include a short description of your organization's [evaluation tools](#) and methods of measuring the effectiveness of your program.
- d. Please include an example of a weekly schedule.
- e. Include other relevant information addressing expectations in the evaluation rubric.

2. PROGRAM FUNDING

- a. Provide a detailed budget for your program showing ALL funding sources including these grant funds and funding from other sources. The budget should reflect the **entire operational cost** of the program. Facilities costs for the programs located at the District's schools will be covered by the District and not part of your proposed program funding.

3. PROVIDER FUNDING

- a. Provide financial information sufficient to permit the District to determine the Proposer's financial capacity for providing the Services and sustaining operations. Such financial information may include, without limitation:
 - i. A current "Comprehensive Insight Plus Report" from a commercial credit rating service, such as Dunn and Bradstreet;

AND/OR

- ii. A letter from a financial institution stating a current line of credit

4. SAMPLE DAILY SCHEDULE

- a. Provide a sample daily schedule including core components of your programming with ages and grades to be served.

VI. SELECTION CRITERIA

The proposals will be evaluated by a review and selection committee made up of District staff. The District reserves the right to add, remove, modify, or establish additional evaluation points for each criterion. Based on the content of the proposals, the District shall consider the following criteria during the evaluation process:

Evaluation Rubric

Performance Area	Expectations for Providers 0-5 Poor; 6-10 Fair; 11-15 Proficient;
Organizational Capacity and Community Alignment (15 Points)	<ul style="list-style-type: none"> ● Agency has extensive experience working in partnership with school sites and district leaders serving the Buena Park community and/or in communities of similar demographics, and challenges. ● Agency has organizational experience in the hiring, retention, and provision of professional development to appropriately qualified staff to provide services to BPSD students in a culturally and linguistically competent and age-appropriate manner with a focus on youth development strategies.
Fiscal Management and Development (15 Points)	<ul style="list-style-type: none"> ● Agency has accurate documentation that highlights how the Provider will allocate funds to run quality Expanded Learning Opportunities Programs based on grant requirements detailed in the funding description. i.e. 1:20 and 1:10 ratio etc. ● Agency has a strong budget template that clearly illustrates staffing costs, a salaried full-time coordinator, supplies, administrative costs, and additional contributions to enhanced programming. ● Agency clearly describes how it will secure additional funding to match the contracted funds, has audited financial statements, and can produce accurate fiscal reports upon request.
Agency Infrastructure (15 Points)	<ul style="list-style-type: none"> ● Agency shows the capacity to hire staff and support a clearly designated coordinator at each school site to facilitate and maintain active collaboration with the school site administrator and other school faculty. ● There is clearly at least one designated manager/director-level staff person in the agency that is the primary point of contact for the BPSD expanded learning partnership. This individual regularly participates in all district-expanded learning meetings, required professional development, and is regularly present at program sites to support the site coordinator and the school partnership.
Youth Development and District Alignment (15 Points)	<ul style="list-style-type: none"> ● Agency's program model clearly supports youth development and aligns with BPSD's LCAP goals. ● Agency has strong systems and processes in place to support ongoing Continuous Quality Improvement (CQI), including structured development plans. ● Agency incorporates developmentally appropriate, play-based enrichment activities for Transitional Kindergarten and Kindergarten students with an emphasis on the visual and performing arts, social-emotional learning, and physical development/health. ● Agency staff have the ability to address the physical health, behavioral health, and safety needs of students, including training in first-aid and CPR, emergency health and safety situations, and any student health plans.

The District reserves the right to add, remove, modify, or establish additional evaluation points for each criterion. If the District determines that additional evaluation steps are required to make a selection(s), the District reserves the right to consider additional criteria. The District also reserves the right to make an award without discussion with any Proposer after proposals are received.

VII. NOTIFICATION AND APPEALS PROCESS

The District will evaluate and notify awardees no later than May 2, 2024.