



## Gateway Unified School District

*Let's Connect!*

4411 Mountain Lakes Blvd. ■ Redding, CA 96003 ■ (530) 245-7900

[www.gatewayusd.org](http://www.gatewayusd.org)

### REQUEST FOR PROPOSALS (RFP) 25/26 GATEWAY UNIFIED SCHOOL DISTRICT EXPANDED LEARNING OPPORTUNITIES PROGRAMS

#### I. INTRODUCTION

Gateway Unified School District ("GUSD") is accepting proposals from organizations to provide services during various camps and/or after-school programs in the 2025-2026 school year at Buckeye School of the Arts, Grand Oaks Elementary School, and Shasta Lake School ("programs"). These services will complement our existing Expanded Learning Opportunities Program (ELOP), offering high-quality, engaging activities during non-school hours.

Programs may serve students in grades TK-8, with priority given to TK-6. Camps are held outside of the regular school calendar and run up to 9 hours per day, with expected student enrollment ranging from 75-100 per site.

#### II. CAMP DATES & HOURS

Camp days operate from 7:30 AM to 4:30 PM, except Summer Camp which runs 12:30 PM to 4:30 PM:

- **Winter Camp:** December 29-31, 2025 (3 days)
- **Presidents Week Camp:** February 18-20, 2026 (3 days)
- **Spring Break Camp:** April 6-10, 2026 (5 days)
- **Summer Camp:** June 8-30, 2026 (weekdays only, no camp June 19) (16 days)

#### III. RFP TIMELINE

- RFP Release & Advertisement: June 3, 2025
- Deadline for Questions: June 9, 2025
- Response to Questions: June 13, 2025
- Proposal Submission Deadline: June 27, 2025, by 12:00 PM
- Review Period: July 21, 2025
- Intent to Contract Notification: July 22, 2025
- Board Approval: August 20 and/or September 17, 2025

**BUCKEYE SCHOOL  
OF THE ARTS**  
3407 Hiatt Drive  
Redding, CA  
96003  
(530) 225-0420

**CENTRAL VALLEY  
HIGH SCHOOL**  
4066 La Mesa Avenue  
Shasta Lake, CA  
96019  
(530) 275-7075

**GATEWAY  
EDUCATIONAL OPTIONS**  
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### IV. SUBMISSION INFORMATION

Email questions to: [msanderson@gatewayusd.org](mailto:msanderson@gatewayusd.org)

Submit proposals via:

- Email: [msanderson@gatewayusd.org](mailto:msanderson@gatewayusd.org) (PDF format; receipt will be confirmed)
- Mail/Hand Delivery:  
Gateway Unified School District  
Expanded Learning Opportunities Programs  
4411 Mt. Lakes Blvd., Redding, CA 96003  
Attn: Melanie Sanderson

Late submissions will not be accepted.

### V. PURPOSE

GUSD recognizes the need for safe, enriching environments for students during non-school hours. Expanded Learning Programs support academic, social, emotional, and physical development through hands-on, engaging activities. These opportunities also help prevent learning loss, especially among economically disadvantaged youth.

### VI. SCHOOL SITES SERVED

- Buckeye School of the Arts (TK-8)
- Grand Oaks Elementary School (TK-5)
- Shasta Lake School (TK-8)

### VII. PROGRAM STANDARDS

- Only students in grades TK-6 are eligible (with possible expansion).
- Camp eligibility and enrollment are determined by GUSD/ELOP.
- Required supervision ratios: 1:10 for TK/K and 1:20 for grades 1-6.
- Meals and snacks provided by GUSD.
- Transportation may be provided by GUSD under EC Section 46120(e)(6).

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### VIII. TARGET AREAS (Program Must Address One or More):

- Academic enrichment to mitigate learning loss
- Social issue awareness (e.g., bullying, health, substance abuse)
- Physical fitness activities
- Cultural awareness
- Artistic expression
- Nutrition and healthy lifestyle
- STEM/STEAM
- Age-appropriate academic activities
- Character building
- Study skills development
- Financial literacy
- Basic employment skills
- Personal skill enhancement
- Community involvement
- Career exploration
- Asset building

### IX. MONITORING AND COMPLIANCE

Programs will be monitored by GUSD/ELOP staff for:

- Adherence to proposed scope of services
- Youth engagement, attendance, and supervision quality

### X. VENDOR RESPONSIBILITIES

- Deliver all contracted services
- Maintain records of services
- Comply with ELOP and district guidelines

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- Submit timely invoices and reports
- Accommodate site visits
- Communicate changes promptly
- Provide insurance verification

### XI. GUSD RESPONSIBILITIES

- Staff ELOP at required student ratios
- Manage student enrollment and attendance tracking
- Provide meals/snacks (unless otherwise arranged)
- Offer technical assistance
- Review and process invoices
- Provide facilities and transportation, as needed

### XII. PROPOSAL FORMAT & CONTENT

Use the following format for both digital and paper submissions:

- **Digital:** Submit as PDF to [msanderson@gatewayusd.org](mailto:msanderson@gatewayusd.org)
- **Paper:** One-sided, 8.5"x11", with numbered pages

#### Proposal Narrative Must Include:

1. Organization history and youth programming experience
2. Number of school sites served
3. Number and age range of youth served
4. Facility description (on-site, off-site, field trips)
5. Target areas addressed
6. Activity schedule
7. Implementation timeline
8. Staffing plan (in addition to GUSD staff)

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9. Transportation plan (if applicable)
10. Nutrition plan (if different from GUSD)
11. Program evaluation and effectiveness measurement
12. Additional relevant program information

### Required Attachments:

- Program activity outline
- Brochure/promotional materials
- Licenses and staff resumes (if applicable)
- Enrollment/permission forms (if applicable)
- Policies: Child abuse reporting, incidents, discipline, background checks, emergency procedures
- Transportation and field trip plans
- Parent consent forms including photo release (if applicable)

### XIII. EVALUATION CRITERIA

Applications will be scored based on:

- Completeness and organization
- Relevance to target areas
- Previous experience and qualifications
- Inclusion of required documentation
- Clear and realistic implementation plan
- Geographic alignment with district sites

### XIV. PROTEST PROCEDURE

Applicants may submit a written protest within 5 business days of receiving non-award notification. Include:

- Applicant name and contact info
- RFP name

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- Detailed grounds for protest with supporting documents

Submit to:

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Expanded Learning Opportunities Programs  
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### XV. GENERAL CONDITIONS

- This RFP does not constitute a binding offer.
- GUSD is not responsible for costs incurred in proposal preparation.
- GUSD may reject any/all proposals or parts thereof.
- Contracts are contingent upon board approval and available funding.
- All program staff must complete required clearances: TB test, DOJ/FBI fingerprinting, Megan's Law clearance, and GUSD Unsupervised Volunteer Form.

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