

**Addendum #1**  
**RFQ 26-01 Enrichment Program Providers Pool**  
**Date Issued: Friday, September 19, 2025**

This Addendum No. 1 is issued by Natomas Unified School District in response to questions received regarding the Request for Qualification (RFQ) for *Enrichment Program Providers Pool, RFQ #26-01*. This Addendum is hereby incorporated into and made part of the RFP documents. All other terms and conditions of the RFP remain unchanged.

**Questions and Answers**

**Question #1:** The RFP/RFQ document for RFQ Enrichment Program Providers P26-01 lists Appendix E: Assurances to Meet Requirements as a required document on page 5 of the packet (under "Required Documents for RFP Submission"), as well as on Appendix B: Proposal Checklist. However, the packet does not contain Appendix E. Will this Appendix be provided to prospective applicants, or will it no longer be required to submit a proposal?

**Answer #1:** Appendix E: Assurances to Meet Requirements is not a required document for submission. It was included in the error in the RFQ packet. We apologize for the confusion. The RFQ checklist has been corrected to reflect the accurate required documents.

The correct addenda are as follows:

- Addendum A – Proposal Cover Sheet
- Addendum B – Proposal Checklist (updated)
- Addendum C – References
- Attachment: Budget Description Sheet
- Attachment: Proposal Narrative
- Attachment: Application Questions
- Addendum D – Non-Collusion Affidavit
- Addendum E – Non-Disclosure Agreement
- Addendum F – Workers' Compensation Certificate

**Question #2:** On the proposal checklist, "Assurances to Meet Requirements" is listed as Appendix C; however, Appendix C appears to be the References form. Could you confirm whether a document is missing from the RFP?

**Answer #2:** The correct addenda are as follows:

- Addendum A – Proposal Cover Sheet
- Addendum B – Proposal Checklist (updated)
- Addendum C – References
- Attachment: Budget Description Sheet
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**Question #3:** Can you identify your target start date for enrichment programs to begin?

**Answer #3:** Enrichment programs are expected to begin by the first week of September to align with the district’s after-school programming schedule and ensure a smooth transition into the school year.

**Question #4:** Would this be a vendor pool with each school site selecting a vendor?

**Answer #4:** Yes

**Question #5:** We provide a motivational exercise enrichment program that combines movement with SEL. I do one-time assemblies at each site, but then the sites have year-round access to my videos and digital downloads. I'm reading over this RFP and it appears to be for enrichment programs that are providing onsite staffing only, is that correct? Or would a program like mine be able to submit a response?

**Answer #5:** Your program does align with the Enrichment Provider RFQ. The RFQ is not limited to staffing-only services. Programs that enhance student enrichment through assemblies, digital resources, and ongoing access to materials are eligible to submit a response.

**Question #6:** We are excited to participate in this bid. I noticed that Assurance to Meet Requirements (appendix C) form listed in Proposal checklist is not included (unless I cannot locate it). Appendix C currently is References form. Could you please confirm if vendors need to include Assurance to Meet Requirements form and where can it be located?

**Answer #6:** Vendors do not need to include the Assurance to Meet Requirement for the RFQ.

**Question #7:** I would like to confirm whether enrichment services for this RFQ are required to be delivered exclusively in person at school sites or if virtual or hybrid programming models may also be considered acceptable to meet program goals. Understanding this will help us ensure that our proposed enrichment programming aligns fully with the district’s expectations and requirements.

**Answer #7:** Enrichment services for this RFQ are expected to be delivered in person at school sites. Virtual or hybrid programming models will not meet the district’s requirements, as the goal is to provide direct, in-person enrichment experiences for students.

**Question #8:** Could you please elaborate on how enrichment providers are expected to coordinate programming with existing LEAP core providers? Are there preferred collaboration models or communication channels?

**Answer #8:** Enrichment providers are expected to collaborate directly with the LEAP coordinator from the core program. Coordination typically involves setting up a schedule through email communication or by arranging an in-person meeting. This ensures that enrichment activities are aligned with the core program and meet the needs of the school site.

**Question #9:** Is it required that the enrichment provider manage all aspects of program delivery, including recruitment, training, supervision, and daily operations of staff, or is partial staffing support through agencies acceptable?

**Answer #9:** Yes. Enrichment providers are responsible for all aspects of program delivery, including recruitment, training, supervision, and daily staff operations. Students will be selected by the school site for the delivery of services.

**Question #10:** What level of curriculum alignment with district standards and priorities is expected? Is there flexibility for providers to design innovative activities within the specified enrichment focus areas?

**Answer #10:** There is flexibility for providers to design innovative activities. Our current district focus is literacy so incorporating reading, writing, speaking and listening skills is important.

**Question #11:** Could you specify the required frequency and format for program attendance, evaluation, and other compliance reporting? Is there a recommended or mandated platform for data submission?

**Answer #11:** Attendance for the program will be collected by the core provider. Evaluation and compliance reporting will be gathered by the LEAP Admin in the form of a written report. Currently, there is no mandated platform for data submission.

**Question #12:** Please confirm any restrictions or preferred formats regarding the budget breakdown, including allowable administrative costs and funding source reporting. Additionally, please clarify invoicing procedures and payment cycles.

**Answer #12:** There are no restrictions on the budget format beyond what is outlined in the RFQ. Invoicing will occur on a monthly basis.

**Question #13:** What facilities and materials will the district provide to enrichment providers? Should providers anticipate providing all necessary program supplies independently?

**Answer #13:** The site will provide appropriate facility space for enrichment providers to deliver their services. However, all program materials and supplies must be provided by the vendor.

**Question #14:** What is the historical average enrollment per site in Natomas USD's afterschool programs relative to the funded capacity, and what are the district's expectations or strategies to ensure consistently meeting or exceeding the breakeven enrollment) to avoid financial losses?

**Answer #14:** The historical average enrollment per site ranges from 100 to 220 students. The district expects to support all sites with robust after-school programs to ensure that enrollment remains strong and aligned with funded capacity.

**Question #15:** What were the average enrollment count at each proposed school site during previous program cycles? Is transportation provided or required to move students between dismissal and afterschool activities on campus or between sites? Are there preferred schedules or activity models that have proven effective in maintaining high attendance (targeting 85%)? Could you clarify how the integration with the regular school day is expected in terms of curriculum and staff coordination?

**Answer #15:** Average enrollment for enrichment cycles ranges from 20 to 100 students per site. Transportation is not required, as all enrichment programs are delivered directly at the school site. Schedules vary by site, based on school needs and capacity. Core staff will assist with student transitions from the regular school day to enrichment activities, ensuring smooth integration and coordination.

**Question #16:** What are the prevailing wage ranges or salary recommendations for qualified staff, especially part-time tutors and enrichment leaders? Are there detailed expectations for site coordinators' qualifications and their integration within the school community? How does the district support providers with staff recruitment, training, and management, including handling staff absences?

**Answer #16:** Wages and salaries, along with staff recruitment, training, supervision, and management (including coverage for staff absences), are the sole responsibility of the vendor. The district does not set wage ranges or provide staffing support, but expects providers to ensure that all staff are qualified and capable of integrating effectively into the school community.

**Question #17:** Can providers charge any fees or request additional funding beyond the program grant? What reporting formats and schedules does the district require for financial documentation and auditing?

**Answer #17:** Providers may not charge fees or request additional funding beyond the program grant. Invoices will be submitted (monthly or quarterly) after the service is completed to request payment. Financial reports and audit documentation will also be required, including quarterly expenditure reports and a year-end audit. Specific reporting templates and schedules will be provided to awarded providers as part of the grant agreement.

**Question #18:** Are there specific challenges providers have faced regarding fingerprinting, background checks, and insurance adherence? How is student data privacy practically ensured, especially for digital records and tools used? What specific district policies on safety, anti-discrimination, and health protocols must be prioritized within the program?

**Answer #18:** The district cannot address potential challenges, as fingerprinting, background checks, insurance compliance, and related requirements are the full responsibility of the vendor. Student data privacy is protected through district Board policies and established procedures. All providers are expected to comply with district policies regarding safety, anti-discrimination, and public health protocols, in accordance with state and federal laws.

**Question #19:** What mechanisms exist for ongoing coordination between providers, schools, families, and community partners? How is program quality and success evaluated, and how is this information shared with stakeholders? Are pilot programs or innovative approaches encouraged, and if so, what support does the district provide?

**Answer #19:** Enrichment providers supplement the core after-school program and work closely with core providers, school staff, families, and community partners. Coordination occurs through regular site meetings, check-ins, email or phone communication, and program planning sessions to ensure alignment with the core program and student needs.

The quality and success of enrichment programs are evaluated through observations, feedback from core providers, school staff, and families, as well as student engagement and participation. Key insights and outcomes are shared with stakeholders through reports and periodic meetings to support continuous improvement and alignment with NUSD goals.

The district supports pilot program approaches that enhance student learning and engagement. These efforts include guidance on program design, coordination with core staff, and access to district resources. All enrichment activities must align with ELO-P/ASES program requirements and maintain student safety.

**Question #20:** The Budget Description Sheet states that the proposed budget should be developed based on serving a minimum of 100 students per site across the district. However, it also states that providers must present a program cost not to exceed \$20 per student, per day, based on a minimum enrollment of 20 students per site. Could you please confirm the correct minimum enrollment requirement for this RFQ?

**Answer #20:** The intent of this RFQ is for enrichment providers to be prepared to serve a minimum of 100 students per site. However, the reference to 20 students is provided as an example for calculating per-student costs, demonstrating how the program can remain within the cost cap of \$20 per student per day.

**Question #21:** In the section "Required Documents for RFP Submission," item #7 lists "Assurance to Meet Certification (Appendix E)." However, the RFQ packet does not contain an Appendix E. Later, Appendix B ("Proposal Checklist") refers to "Assurances to Meet Requirements," but cites it as Appendix C. Could you please clarify which appendix/document is required for submission and provide the correct document, as there is no "Assurances" form in either Appendix E or Appendix C

**Answer #21:** Appendix E: Assurances to Meet Requirements is not a required document for submission. It was included in the error in the RFQ packet. We apologize for the confusion. The RFQ checklist has been corrected to reflect the accurate required documents.

The correct addenda are as follows:

- Addendum A – Proposal Cover Sheet
- Addendum B – Proposal Checklist (updated)
- Addendum C – References
- Attachment: Budget Description Sheet
- Attachment: Proposal Narrative
- Attachment: Application Questions
- Addendum D – Non-Collusion Affidavit
- Addendum E – Non-Disclosure Agreement
- Addendum F – Workers' Compensation Certificate

**Question #22:** Are there any requirements regarding the Proposal Narrative such as a minimum or maximum page limit, word count, font size, or formatting specifications?

**Answer #22:** There are not, we ask vendors upload the RFQ submission as one packet in the order outlined in the checklist.

**Question #23:** What are your anticipated per-site costs beyond the \$20 per student per day cap (e.g., snacks, transportation, field trips), and how will these be funded?

**Answer #23:** Vendors are only responsible for providing their contracted enrichment services. Costs such as snacks, transportation, or field trips do not apply to enrichment providers under this RFQ.

**Question #24:** Could we offer a per-student rate under \$20 for services?

**Answer #24:** Yes

**Question #25:** Can the district please clarify the form names and which forms are required for submission? Thank you!

**Answer #25:** The order of the forms for submission should be as follows:

- Addendum A – Proposal Cover Sheet
- Addendum B – Proposal Checklist (updated)
- Addendum C – References
- Attachment: Budget Description Sheet
- Attachment: Proposal Narrative
- Attachment: Application Questions
- Addendum D – Non-Collusion Affidavit
- Addendum E – Non-Disclosure Agreement
- Addendum F – Workers' Compensation Certificate

We ask vendors to upload submissions as one document, not multiple individual documents.

**Question #26:** Can the district please clarify the start of services, the exact terms, and any possible renewals for this solicitation?

**Answer #26:** Vendors approved to be a qualified enrichment provider are eligible to contract with LEAP Academy for the 2026-27 & 2027-28 school years. Should LEAP Academy contract with an enrichment provider, enrichment programs are expected to begin by the first week of September to align with the district's after-school programming schedule and ensure a smooth transition into the school year. Next RFQ cycle dates will be available on the LEAP Academy website.

**Question #27:** What are the expectations for awarded vendors post-award? Will the district assign the vendor to specific school sites, or is the expectation that approved vendors reach out and solicit services to schools (aka Hunting License)?

**Answer #27:** Yes. The district will assign vendors to school sites based on the interests and needs of each site. Vendors are not expected to solicit services directly to schools.

**Question #28:** Have funds been fully appropriated for this RFP?

**Answer #28:** Not applicable. Please refer to the RFP question responses for guidance.

**Question #29:** On p. 6, 19 & 35, it states that the Workers Compensation Certification is Appendix H. However, on p. 34, it states that Appendix H is the Fingerprinting/Criminal

Background Investigation Certification. Can the district clarify the form labels and which forms are required for submission, please?

**Answer #29:** The order of the forms for submission should be as follows:

- Addendum A – Proposal Cover Sheet
- Addendum B – Proposal Checklist (updated)
- Addendum C – References
- Attachment: Budget Description Sheet
- Attachment: Proposal Narrative
- Attachment: Application Questions
- Addendum D – Non-Collusion Affidavit
- Addendum E – Non-Disclosure Agreement
- Addendum F – Workers' Compensation Certificate

**Question #30:** Can the district please clarify the start of services, the exact terms, and any possible renewals for this solicitation?

**Answer #30:** Vendors approved to be a qualified enrichment provider are eligible to contract with LEAP Academy for the 2026-27 & 2027-28 school years. Should LEAP Academy contract with an enrichment provider, enrichment programs are expected to begin by the first week of September to align with the district's after-school programming schedule and ensure a smooth transition into the school year. Next RFQ cycle dates will be available on the LEAP Academy website.

**Question #31:** What are the expectations for awarded vendors post-award? Will the district assign the vendor to specific school sites, or is the expectation that approved vendors reach out and solicit services to schools (aka Hunting License)?

**Answer #31:** Yes. The district will assign vendors to school sites based on the interests and needs of each site. Vendors are not expected to solicit services directly to schools.

**Question #32:** Have funds been fully appropriated for this RFP?

**Answer #32:** Not applicable. Please refer to the RFP question responses for guidance.

**Question #33:** Is there an estimate on schools to be served?

**Answer #33:** LEAP Academy consists of 10 ELO-P sites, serving grades TK-6th, Providers may be contracted to work at some or all of these sites depending on site needs and student engagement.

**Question #34:** In the last cycle, the RFQ listed the budget at \$35 per student, but when contracts were awarded the final approved rate was reduced to \$15 per student. This RFQ states the budget as \$20 per student. Could you please confirm whether the \$20 per student rate will be the final, binding amount for awarded contracts, or if it is subject to change after award.

**Answer #34:** The \$20 per student is the established cap and will serve as the binding amount for awarded contracts.

**Question #35:** In the last cycle, we did not receive confirmation of proposal submissions, which created uncertainty. Has the District implemented any improvements to ensure vendors receive confirmation of receipt this cycle, and if so, how will confirmations be communicated?

**Answer #35:** The district will email vendors their proposal has been received. The emails will be sent to the email address provided on the proposal cover sheet (appendix A)

**Question #36:** \$20 Per-Student Cap – The RFQ states the program cost cannot exceed \$20 per student per day. Does this per-student cap include all staffing, materials, supplies, overhead, and insurance, or only direct instructional costs?

**Answer #36:** Yes, the cap incorporates all the needs.

**Question #37:** Provider Structure – Will multiple enrichment providers be scheduled at a single school site (rotating across days or hours), or is the District seeking one exclusive enrichment provider per site?

**Answer #37:** Yes, multiple enrichment providers may be scheduled at a single school site, as each provider offers a unique experience. Enrichment providers are expected to collaborate with core providers to develop a schedule that best meets the program's and students' needs. There is no exclusive provider model for this RFQ.

**Question #38:** Session Length & Structure – For the 1–3 hour session format, does the District prefer multi-week courses led by the same provider, or would one-time workshop sessions also be considered acceptable?

**Answer #38:** The district is open to all models, including both multi-week courses and one-time workshop sessions, as long as they align with program goals and support student engagement.

**Question #39:** Scheduling – How far in advance will school site schedules be finalized so providers can plan staffing, curriculum, and materials?

**Answer #39:** LEAP Academy staff coordinate contract logistics with approved enrichment providers over the summer. Once enrichment contracts are finalized, providers may begin collaborating with after-school (core) providers to develop schedules and coordinate staffing to start programs in September.

**Question #40:** Grade Span – What is the expected grade range to be served at each site? Should enrichment activities be tiered separately for TK/K, grades 1–5, and middle school (grades 6–8), or is a mixed-grade model acceptable?

**Answer #40:** Yes. Enrichment activities should be tiered by age appropriateness to meet the developmental needs of students in TK/K, grades 1-3, 4-5, and grades 6–8.

**Question #41:** Will NUSD provide feedback to agencies who are not selected?

**Answer #41:** NUSD utilizes a rigorous scoring system for the RFQ, providers will be notified of their score.

**Question #42:** What is the anticipated notification date for selection after the review period ends (i.e., between Oct 17 and Oct 20)?

**Answer #42:** The board is anticipated to approve the list of approved vendors for the pool of providers at the November 2025 board meeting. Selected enrichment provider contracts for the 2026-27 after-school program may be approved as early as January 2026 and continuing through the start of the school year.

**Question #43:** Can a single PDF file be uploaded to SecureBids, or do attachments need to be uploaded individually?

**Answer #43:** A single PDF should be uploaded to SecureBids, not multiple attachments.

**Question #44:** Will there be an advance payment or are all payments post-service?

**Answer #44:** All payments are made after services are rendered. Advance payments are not provided.

**Question #45:** Will the district or sites provide rosters or will vendors be responsible for enrollment and marketing?

**Answer #45:** The district and school sites will provide student rosters. Vendors will not be responsible for enrollment or marketing.

**Question #46:** Will the district or sites provide rosters or will vendors be responsible for enrollment and marketing?

**Answer #46:** The district and school sites will provide student rosters. Vendors will not be responsible for enrollment or marketing.

**Question #47:** Will snack and recess time be handled by the site or factored into the vendor session?

**Answer #47:** Yes, both will be handled by the site core provider.

**Question #48:** If a provider was approved under the previous RFP for 2025–26 and 2026–27, but is not selected under this new Cycle B RFP, will they still remain on the approved vendor list for the 2026–27 school year?

**Answer #48:** Yes

**Question #49:** Will all 10 NUSD sites be offering summer/intersession enrichment programs, or will only a subset of sites be selected for summer programming?

**Answer #49:** Selected sites will offer summer and intersession enrichment programming, based on district needs and priorities.

**Question #50:** In the Enrichment RFQ, providers are asked whether they can serve during summer and intersession. Last year, enrichment vendors were not utilized for summer programming. For this new cycle, does the District anticipate engaging enrichment providers for summer 2026 or 2027?

**Answer #50:** The district is constantly reviewing programming needs and may engage enrichment providers for summer sessions. Enrichment services could be utilized during the summer 2026-2027 fiscal year, depending on site needs and district priorities.

**Question #51:** If enrichment providers are utilized for summer, how will this be structured in relation to the Summer Core Program RFP—for example, as supplemental enrichment blocks within the Core Program, as partnerships with Core providers, or as separate stand-alone summer sessions?

**Answer #51:** If enrichment providers are utilized for summer, services would be incorporated with the Core Program provider as supplemental enrichment blocks or partnerships to support the overall program.

**Question #52:** What page is Appendix D on? What page is Appendix E on? is there a general word count expectation/limit for each of the following: 1.) the whole of the proposal narrative attachment? and 2.) the whole of Application Questions Attachment?

**Answer #52:**

The order of the forms for submission should be as follows:

- Addendum A – Proposal Cover Sheet
- Addendum B – Proposal Checklist (updated)
- Addendum C – References
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There is not a word count limit, the district asks the proposals are submitted as one attachment in the order mentioned above and in the checklist.

**Question #53:** May we please get clarification on how many school sites are needing the program listed in all 3 RFPs? We saw that the CDE website and your district sites had conflicting site counts. We want to make sure we can apply for the max amount of elementary and middle sites available!

**Answer #53:** This question is not applicable. Please look at the RFP responses.

**Question #54:** For the enrichment programs of between 1-3 hours daily, can you confirm how many rotations of 20 students happen during this time period? For example, if we provided 2 hours of programming, is it the same 20 students for 2 hours or different each hour? And at 3 hours, is it a different rotation of students every hour?

**Answer #54:** This will depend on the service provided by the vendor. Typically, the district is looking for 1-hour sessions with rotating groups of students.

**Question #55:** Would you please clarify whether all of the Required Documents for RFP Submission (as listed on page 5) must be uploaded to Secure Bids as separate PDFs or whether 1 PDF that includes all of the required sections will suffice?

**Answer #55:** One pdf as a single packet should be uploaded to Secure Bids.

**Question #56:** What is the district's policy on payment for programs where student attendance at a specific site consistently falls below the minimum of 20 students?

**Answer #56:** Student attendance does not affect payment for enrichment providers. Services are delivered under the terms of the contract agreement, and providers will be compensated accordingly.

**Question #57:** Can the district provide more detail on the structure of on-site communication and collaboration? Specifically, what is the process for daily or weekly coordination between the enrichment provider's staff and the LEAP Academy's site leadership to ensure seamless program integration and address day-to-day issues?

**Answer #57:** On-site communication and collaboration are established with the LEAP after-school coordinator. The communication schedule, whether daily, weekly, or as needed, is created in partnership with the after-school coordinator to ensure seamless program integration and timely resolution of day-to-day issues.

**Question #58:** 3. The RFQ outlines several requirements, including staff background checks, TB clearance, and specific insurance coverages. Does the district provide any support, resources, or a streamlined process for providers to complete these administrative requirements, such as a designated liaison for the fingerprinting process or templates for the required quarterly financial reports?

**Answer #58:** No. Providers are responsible to ensure all staff in contact with NUSD students are fingerprinted and receive a TB clearance. The district does not provide fingerprinting for provider/vendor/non NUSD staff. Vendors are required to uphold all insurance requirements outlined in the RFQ and in alignment with state and federal laws. Financial reports are the vendors responsibility during their internal audit and released to the district, there is no template provided.