

Addendum #1
RFP 26-02 Summer School Core Program Provider
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 Proposal (RFP) for *Summer School Core Program Providers, RFP #26-02*. 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: LEAP Academy Structure: Both RFPs reference the LEAP Academy. Can you clarify: is NUSD seeking to replace LEAP Academy with new vendors, or would selected vendors be working under the existing LEAP Academy framework?

Answer #1: Selected vendors would be working under the existing LEAP Academy framework, not replacing it.

Question #2: Attendance Data: Could you provide a history of expected vs. actual attendance in prior years for summer programs to help us design realistic staffing and program models?

Answer #2: The past two summers we have enrolled 600 students across two or three school sites (200-300 per site). Attendance averages ranged from 78%-88% across the 7-week program.

Question #3: Volunteers: Both RFPs ask providers to describe volunteer engagement. Could you clarify NUSD's expectations for the role of volunteers in these programs?

Answer #3: NUSD does not expect volunteers to be utilized; however, if providers choose to have volunteers supporting their program, volunteers will be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district. This will fall under the vendor's responsibility to comply.

Question #4: Interventionists: In the RFP narrative and program expectations, interventionist roles are referenced. Can you please clarify what duties the district expects interventionists to perform, and what outcomes providers will be held accountable for supporting? Additionally, when students are pulled out of class for intervention activities, will NUSD require a complete sign-out process to ensure accurate tracking and accountability?

Answer #4: Summer providers will either partner with NUSD teachers and instructional assistants to provide literacy and math instruction during part of the day, OR the provider will demonstrate that they have a plan to offer equivalent instruction to that of credentialed teachers (through trained interventionists or other qualified staff). This instruction could

include, but is not limited to, standards-aligned foundational literacy skills (reading and writing) as well as grade-level math skills. All summer programs, regardless of the options mentioned above, will be evaluated using the same district assessment tool, which includes pre- and post-assessments on the skills being taught to gauge the effectiveness of the instruction. The handoff process between the core provider and intervention activities will be determined at the site based on site needs.

Question #5: Enrollment Splits: Could you provide anticipated or historical enrollment splits between TK/K and grades 1–6 at each site?

Answer #5: During the summer, we serve students through a regional approach, with 2-3 sites hosting summer school. Each site has between 200 and 300 students enrolled, depending on the students' needs. TK/K students make up approximately 20-40, and grades 1-6 enrollment is approximately 180-260 per site.

Question #6: Budget Template: The RFP requires a detailed itemized budget per site. Could NUSD provide a standard budget template?

Answer #6: The District will not be providing a standard budget template. Vendors are required to submit a detailed, itemized budget per site in alignment with Appendix D: Budget Selection Sheet.

Vendors must select one of the two funding options provided in the RFP (Option 1: Core Program with District Intervention Staff, or Option 2: Core Program with Provider-Delivered Academic Interventions) and submit an itemized budget that corresponds to the selected option.

Budgets must:

- Be based on serving a minimum of 200 TK–6th grade students per site per day.
- Clearly break down costs by category, including staffing, instructional materials, program supplies, professional development, transportation, administrative/overhead, and any subcontracted enrichment or intervention services, if applicable.
- Align with the per-student cost limits for the selected option:
 - Option 1 – not to exceed \$1,000 per student per site.
 - Option 2 – not to exceed \$1,500 per student per site.

Vendors selecting Option 2 must also include a detailed intervention plan outlining staffing qualifications, instructional methods, and the frequency/duration of intervention sessions.

Question #7: Program Elements: The RFP references “extending the school day.” Could you provide NUSD’s vision for this (e.g., academic integration, enrichment focus, alignment with daily curriculum)?

Answer #7: NUSD's vision for "extending the school day" is to close opportunity gaps and accelerate learning by providing high-quality, student-centered programming that fosters academic support, enrichment, and whole-child development. Through strong partnerships with community-based organizations and enrichment providers, the program offers engaging and culturally responsive experiences that build students' confidence, creativity, and critical thinking skills.

Question #8: Food Handling & Distribution: Will food be provided by NUSD, or is the provider expected to supply, handle, and distribute food? If providers distribute, what certifications are required?

Answer #8: LEAP Academy provides free meals to all students enrolled in the LEAP summer program. These meals are covered by the LEAP Academy department and provided in partnership with the District's Nutrition Services team, ensuring compliance with state and federal nutrition guidelines. Vendors are not responsible for providing snacks or meals; however, providers do assist with distributing snacks, which typically include a packaged food item and a piece of fruit. Each year, before the program begins, the Nutrition Services department offers compliance training that includes the basics of safe food handling.

Question #9: Program Attendance: The RFP indicates students are expected to attend daily. However, families often miss days due to vacations or illness. Could you clarify how NUSD addresses student absences in summer programs, and how this should be handled for billing and reporting purposes?

Answer #9: While the RFP indicates that students are expected to attend daily, we recognize that families may occasionally miss days due to vacations, illness, or other reasons. Attendance is tracked daily by after-school providers, and any absences should be documented in the program's attendance records.

The program is intended for daily attendance, and students with unexcused excessive absences may be subject to dismissal from the program.

In regards to billing, providers are expected to bill in accordance with the contract's outline. However, in the event that the provider cannot meet the contracted student capacity on any given day, billing adjustments may be requested. NUSD monitors attendance to ensure accurate reporting and compliance with program requirements.

Question #10: Allowable Expenses: To ensure aligned budgeting, could NUSD please provide redacted examples of allowable and non-allowable expenses from past programs?

Answer #10:

This question does not apply. Please reference the budget attachment for required services.

Question #11: Are field trips expected for summer? If so, will the district provide transportation?

Answer #11: Field trips are not expected for summer programming.

Question #12: Are the minimum attendees mentioned in each RFP guaranteed? Should providers be prepared to support many more children?

Answer #12: Student capacity for each program will be indicated in the contract and fee structure. If additional seats or capacity are needed, LEAP Academy district staff work with providers to explore the possibility of including a contract addendum to accommodate more students. While we cannot guarantee a minimum number of attendees, providers should be aware that LEAP Academy is a highly needed summer program for NUSD families, and it is possible that providers may be asked to support more students than initially indicated.

Question #13: What is the pass-through for the ASES funding? What percentage of the funding is Natomas withholding for your administrative needs?

Answer #13: Summer programming for LEAP is funded through ELO-P; therefore, ASES administrative costs do not apply for summer programs.

Question #14: Can you please let us know 2025 summer school enrollments by school and grade? And expected 2026 summer school enrollment numbers?

Answer #14: During summer we serve students in a regional approach with 2-3 sites hosting summer school. Each site has between 200 and 300 students enrolled, based on student needs. TK/K students make up approximately 20-40 and grades 1-6 enrollment is approximately 180-260 per site.

Question #15: How many vendors does the District anticipate selecting to provide Summer School Core Program services? Will multiple providers be awarded to serve different sites, or is the intent to select a single provider for all sites? In addition, is the District considering awarding by grade level—for example, one provider for TK/K, another for grades 1–5, and another for grades 6–8?

Answer #15: It will be dependent on the responses for the RFP and how many vendors apply as well as the vendor capacity and how many sites they are able to serve. Each school site for the summer program serves approximately 200-300 students. The locations for the summer programs have not yet been determined.

Question #16: The RFP requires an audited financial statement. Would the District accept a financial statement review prepared by a licensed CPA, attesting that the financials meet the necessary requirements, in place of a full audit?

Answer #16: Yes. While the RFP requests an audited financial statement, the District will also accept a financial statement review prepared by a licensed CPA. The review must clearly attest that the organization's financials meet the necessary requirements.

Question #17: The RFP states that academic interventions must be delivered by credentialed teachers or trained interventionists. Could the District clarify what qualifies as a "trained interventionist"?

Answer #17: Summer providers will either partner with NUSD teachers and instructional assistants to provide literacy and math instruction during part of the day OR the provider will demonstrate that they have a plan to offer equivalent instruction to that of credentialed teachers (through trained interventionists or other qualified staff). This instruction could include, but is not limited to, standards aligned foundational literacy skills (reading and writing) as well as grade level math skills.

Question #18: Would trained interventionists include paraprofessionals or instructional aides with documented training in evidence-based literacy and math intervention programs, or are specific certifications/credentials required?

Answer #18: Trained interventionists could include paraprofessionals or instructional aids with specific training and a curriculum that will meet the academic needs of our students. This instruction could include, but is not limited to, standards aligned foundational literacy skills (reading and writing) as well as grade level math skills.

Question #19: Since NUSD offers free breakfast and lunch during the summer, will those meals be provided to students enrolled in our summer program at the participating school sites, and will the district nutrition services handle all associated costs or should providers budget any portion of these meals?

Answer #19: LEAP Academy provides free meals and snacks to all students enrolled in the summer program. These meals are covered through the LEAP Academy department and provided in partnership with the District's Nutrition Services team.

Question #20: What are the costs for breakfast, lunch, and snacks if we use the school nutrition department, so providers can accurately prepare budgets?

Answer #20: LEAP Academy provides free meals and snacks to all students enrolled in the summer program. These meals are covered through the LEAP Academy department and provided in partnership with the District's Nutrition Services.

Question #21: Should provider budgets exclude meal costs entirely, or should they be listed as a line item with a note that the cost is covered by NUSD?

Answer #21: LEAP Academy provides free meals and snacks to all students enrolled in the summer program. These meals are covered through the LEAP Academy department and provided in partnership with the District's Nutrition Services team to ensure compliance with state and federal nutrition guidelines.

Question #22: Are providers required to supply snacks in addition to the district-provided breakfast and lunch?

Answer #22: LEAP Academy provides free meals and snacks to all students enrolled in the summer program. These meals are covered through the LEAP Academy department and provided in partnership with the District's Nutrition Services.

Question #23: For the summer program, will Nutrition Services deliver breakfast, snacks, and lunch directly to classrooms/program spaces, or will students need to be escorted to the cafeteria or multipurpose room for meal service? Understanding this will help us plan our daily transitions and staffing coverage.

Answer #23: All meals and snacks must be served and offered in the multipurpose room or cafeteria. This ensures compliance with health and safety guidelines, proper supervision of students, and adherence to district nutrition program standards.

Question #24: Facilities/Space – Will the District provide dedicated space for Summer School programs (e.g., classrooms, multipurpose rooms, gyms, or outdoor areas), or are providers expected to secure their own program space?

Answer #24: The District will provide dedicated space for Summer School programs, including classrooms, multipurpose rooms, gyms, and outdoor areas as needed. Providers are not expected to secure their own program space, but they will be expected to work with site administration on all program space needs.

Question #25: Supplies & Materials – The RFP requires budgets to include staffing, instructional materials, program supplies, professional development, and overhead. Will any instructional materials, consumables, or curriculum resources be provided by NUSD, or must providers plan to cover 100% of these costs?

Answer #25: Providers will be expected to include all supplies and materials costs in their proposals and fee structure. They are solely responsible for ordering and providing all consumables and instructional materials needed for their program.

Question #26: Student Participation – Is student participation in Summer School Core Programs voluntary or required? How will student enrollment and daily attendance be managed (e.g., by the District, by providers, or collaboratively)?

Answer #26: Daily student attendance is encouraged but not required. Providers are expected to track attendance using the designated attendance platform.

Question #27: For the Summer Core Program RFP, how does the District anticipate handling student transportation? Specifically, should providers plan to arrange and budget for daily bus service or other transportation for students traveling from different school sites, or will the District provide transportation services directly? If providers are expected to include transportation, are there established guidelines or approved vendors we should use?

Answer #27: LEAP Academy collaborates with the NUSD Transportation Department to provide transportation for students at no cost to the provider.

Question #28: 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 #28: During the summer, we serve students through a regional approach, with a 2-3 sites hosting summer school with students from all 10 NUSD ELO-P sites attending one of the summer sites.

Question #29: Is there a list of school sites that provide the summer school option? If not, can you provide at least a general number of sites that will offer it, so we can accurately complete the required vendor information in Appendix D?

Answer #29: During the summer, we serve students through a regional approach, with a 2-3 sites hosting summer school with students from all 10 NUSD ELO-P sites attending one of the summer sites.

Question #30: If selecting Option 1, is submission of a sample schedule required? The bullet point states that we must demonstrate a schedule that allows for integration and coordination with intervention staff.

Answer #30: Yes, a sample schedule is needed. Upon selection of a vendor, collaboration with NUSD LEAP intervention staff to align the program with the intervention schedule.

Question #31: What does the intervention structure look like? Specifically, is it: A standardized daily block, A morning and afternoon session, or Flexible, to be determined by the provider?

Answer #31: The intervention block has typically been in the morning between 8 and Noon, however various intervention models are being considered for

Question #32: 1. Approximate number of students in attendance after school? Summer program?

Answer #32: Each summer school site will serve 200 students.