

Visalia Unified School District

**REQUEST FOR STATEMENTS
OF QUALIFICATIONS AND
PROPOSALS FOR:**

**ENRICHMENT EXPANDED LEARNING OPPORTUNITIES
PROGRAMMING & SUPPORT**

RFQ/P No. 2025-06

**REQUEST FOR STATEMENTS OF QUALIFICATION AND PROPOSALS
FOR EXTENDED LEARNING OPPORTUNITIES
PROGRAMMING & SUPPORT-AFTER SERVICES**

I. NOTICE OF RFP

Notice is hereby given that the Visalia Unified School District (“District”), located in Visalia, California is requesting Statements of Qualifications and Proposals from qualified firms to provide Full Service and enrichment Expanded Learning Opportunities for TK-8th grade students (“Proposer”). The District intends to select vendors who provide various stand-alone enrichment/enrichment packages that can meet the needs and requirements specified herein.

The district requires that you propose services for all grades and students, however, the District wants to understand your program’s full offering. If you are equipped to serve all grades and have successfully provided such programs for school districts of similar size and student populations, please describe this in your proposal. Qualified respondents are invited to submit their proposal in a sealed envelope *postmarked or in person* no later than 11:00 a.m. on Monday, November 3, 2025, to the following address:

Visalia Unified School District
RFP #2025-06: Expanded Learning Opportunities Program
Attn: Regina Lira
5000 Cypress Ave.
Visalia, CA 93277

This Request for Proposal shall not be construed to create an obligation on the part of the District to enter into an agreement with any Proposer. This request is an information solicitation of proposals only. The District reserves the right to reject any or all proposals or to waive any irregularities or informalities in any proposal during the evaluation process without obligation to any vendor responding to this announcement. Statements and other materials submitted will not be returned.

No Proposer may withdraw their proposal for a period of one hundred twenty (120) days after the date and time set for the proposal opening.

II. GENERAL INSTRUCTIONS and REQUIRED INFORMATION

All materials submitted in response to the RFP will become the property of the District and will be returned only at the District's option and the Proposer's expense. The original copy shall be retained for official files and will become a public record after the date and time for proposal submission, as specified. However, confidential financial information submitted in support of the requirement will be redacted upon request at the time the proposal is submitted.

1. **NAME OF COMPANY:** Proposers shall specify the name or legal entity of their company and/or any fictitious name under which business is conducted. Proposals must be submitted under the correct name of the company and signed by an authorized representative of the Proposer.

2. **PROPOSER'S RESPONSIBILITY:** Before submitting a proposal, Proposers shall carefully examine the scope of work, and the forms of the contract documents, which are incorporated into this RFP.

3. **EXAMINATION OF DOCUMENTS:** If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the Proposer shall, before the date scheduled for submission of proposals, notify the District of such concern in writing. Modifications to this RFP will be made by addenda at the sole discretion of the District.

4. **ADDENDA OR MODIFICATION OF RFP RESPONSE:** The District may modify this RFP before the date scheduled for submission of proposals by the issuance of an addendum to all parties who received the RFP to submit a proposal and post such addendum on the District's website. Addenda shall be numbered consecutively as a suffix to the RFP reference number. Questions regarding this RFP may be submitted by email no later than 11:00 a.m., October 21, 2025, to the following email address: rlira@vusd.org. If applicable, an Addendum with a summary Q&A will be posted to the District website by October 24, 2025, at the following link: <https://www.vusd.org/departments/student-services/expanded-learning-opportunities/resources>

5. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The Board of Education reserves the right to reject any proposals, or any or all times of any proposals, or waive any irregularity on any proposal, or to make awards based on the proposal or proposals it deems most economical to the District and most desirable for its operational program. The Board of Education reserves the right to award multiple contracts in response to this RFP to one or more Proposers.

6. **DISPOSITION OF PROPOSALS:** All materials submitted in response to the RFP will become the property of the District and will be returned only at the District's option and the Proposer's expense. The original copy shall be retained for official files and will become a public record after the date and time for proposal submission, as specified.

7. ASSIGNMENT/FINANCING: Proposers awarded contract shall not assign or transfer by operation of law or otherwise any or all of its rights, including the right to receive payment, burdens, duties, or obligations without the prior written consent of the District and the surety on the Contract bonds (if applicable).

8. FORCE MAJEURE CLAUSE: The parties to the agreement shall be excused from performance during the time and to the extent that they are prevented from performing by an act of God, fire, strike, loss, accident, or any other cause beyond the control of the parties provided that satisfactory evidence is presented and the failure to perform is not due to the fault or neglect of the Proposer.

9. FEDERAL OR STATE REGULATIONS: The Proposer's proposal and any Contract entered into are subject to all applicable statutes of the United States or of the State and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such Contract.

10. INDEPENDENT CONTRACTOR: In the performance of the services, duties, and obligations assumed by the awarded vendor, it is mutually understood and agreed that the vendor, including any of the vendor's officers, agents, and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner, or associate of the District.

Vendor agrees that any persons performing any services and/or work whatsoever contemplated by this Contract and/or related or incidental thereto shall be an employee of the vendor, and the vendor shall, by way of example but not by way of limitation, withhold federal and state income taxes, as well as the required employee social security contribution of each, said, persons.

The vendor shall comply with all regulations regarding employees, and the vendor shall pay and/or contribute its required share as the employer of said persons. The vendor acknowledges the fact that it is an independent Contractor and is in no way to be construed as an employee of the District, nor are any of the persons employed by the Contractor to be so construed.

11. HOLD HARMLESS CLAUSE: The Contractor shall hold harmless and indemnify the District and the Board of Education, its officers, and employees from every claim or demand which may be made because of:

- a. Any injury to person or property sustained by the Contractor or by any person, firm, or corporation, employed directly or indirectly by them upon or in connection with his performance under the Contract, however, caused, unless such injury is caused by the negligence or willful misconduct of the District.

- b. Any injury to person or property sustained by any person, firm, or corporation, caused by any act, neglect, default, or omission of the Contractor or any person, firm, or corporation, indirectly employed by them upon or in connection with his performance under the Contract.
- c. Any liability that may arise from the furnishing or use of any copyrighted composition, or patented invention, under this Contract. The District intends to adhere to the provisions of the copyright laws; this hold harmless clause shall not apply to any claim by the Contractor that the District has infringed a patent or copyright of the Contractor.
- d. The Contractor, at its own expense and risk, shall defend any legal proceeding that may be brought against the District or the Board on any such claim or demand, and satisfy any judgment that may be rendered against the District or the Board therein. Concerning claims of patent or copyright infringement, the District agrees to give the Contractor notice of any such claim and to fully cooperate with Contractor in the defense and all related settlement negotiations.

12. INVOICE AND PAYMENTS:

All invoices must be sent to the following address below:

Visalia Unified School District - ACCOUNTS PAYABLE

5000 W. Cypress Ave. Visalia, CA 93277, Tel No: (559) 730-7300

All invoices submitted for payment must include the District Purchase Order (P.O.) Number and be under the same firm name as shown on the P.O./Contract.

Late payment by the District shall not constitute a material breach of any Contract awarded hereunder.

13. EQUAL EMPLOYMENT OPPORTUNITY: In connection with the execution of this Contract, the Contractor will not engage in, nor permit such unlawful discrimination in the employment of persons because of the race, religious creed, color, national origin, ancestry, physical disabilities, mental disability, medical condition, marital status, sex, age, or sexual orientation of such persons.

14. DRUG/ALCOHOL/TOBACCO-FREE WORKPLACE: The Contractor shall maintain a drug, alcohol, and tobacco-free workplace in accordance with the California Government Code.

15. ATTORNEY FEES: If either party files an action or brings any proceeding against the other arising out of the Contract, the prevailing party shall be entitled to recover as an element of

the costs of the suit, and not as damages, reasonable attorneys' fees in such an amount as the court may adjudge reasonable. The "prevailing party" shall be the party who is entitled to recover its costs of suit, whether or not the suit proceeds to final judgment. The party not entitled to recover its costs shall not recover attorneys' fees. No sum for attorney's fees shall be counted for calculating the amount of judgment for purposes of determining whether a party is entitled to its costs or attorneys' fees.

16. All pricing quoted herein shall remain firm through June 30, 2028. Price increases on renewal years may not exceed the 3% aggregate. A price increase, if exercised, shall be fully justified by the vendor and proved by a test of the marker and/or submission of documents from the vendor. Percentage increases will be taken into account when reviewing the renewal options. At no time shall an increase exceed three (3) percent.

17. The Proposer agrees to comply with, and be bound by, and assist the District in ensuring compliance with, 2 CFR Section 200.322, as applicable. 2 CFR Section 200.322 required the bidder to provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products), to the greatest extent possible. This includes the initial melting stage through the application of coatings for iron/steel and for manufactured products composed in whole or in part of non-ferrous metals (aluminum, plastics, and polymer products).

18. PROTEST PROCEDURES: Should any bidder question or protest the award of contract to the apparent low vendor(s), such question or protest must be furnished in writing to the Director of Purchasing no later than three (3) business days following the date of bid opening. Untimely protests will not be reviewed by the District and will be returned to the proposer. Such submittal must fully explain the basis or objection supported by all relevant information, facts, and details. The letter must be signed by an authorized representative stating specific reason(s) for the protest including all relevant facts (law, rule, regulation, and criteria). Bid protests will be reviewed by the Director of Purchasing and the Assistant Superintendent of Business Services. The affected proposer will be given an opportunity to rebut the evidence and present evidence that the proposer should be allowed to perform the work. The District will issue a written final decision within fifteen (15) days of receipt of the protest unless factors beyond the District's reasonable control prevent such resolution.

III-SPECIAL CONDITIONS

1. AWARD OF CONTRACT: The Visalia Unified School District realizes that the various Proposers for Expanded Learning Opportunities may differ considerably in concept, design, structure, and methods. Although the District reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposal, the award will be made to the

responsive/responsible proposer whose proposal represents, in the District's evaluation and judgment, the most advantageous combination of value to be delivered per dollar bid. Responsiveness/responsibility of the proposer will be determined by an evaluation that the vendor is:

- a. Qualified by experience to be a competent agency for products and services as put forth in this RFP and meet the requirements of the District; and
- b. Financially responsible to complete the project as proposed.

2. ADDENDA or BULLETINS: Any addenda or bulletins issued by the District during the time of bidding shall become a part of the bid and contract documents. Addenda or bulletins must be signed by the proposer and included in the RFP response.

3. A PRE-PROPOSAL CONFERENCE will **not** be held for this Request for Proposal. However, the District reserves the right to interview the three top-ranked proposers after the RFP opening to further evaluate a vendor's ability to perform all services as requested. If selected, interviews will be held in early November.

4. AWARD OF RFP: After the initial contract period of 1 year, the contract may be subject to four (4) additional twelve (12) month extensions, for a maximum of five (5) years total. Extensions are contingent upon the written mutual consent of the District and the Contractor. Any request for an extension must be requested by the Contractor in writing no later than sixty (60) days prior to the expiration date of the existing agreement. The District, at any time, may terminate the agreement with the vendor with or without cause.

5. STAFFING RESTRICTIONS: The District has the right to request the removal of a Contractor employee at any time and for any reason. The Contractor shall immediately comply, and shall not reassign that employee to the District under any circumstances. It is understood that the removal from the District in no way affects the employment status of that employee with the Contractor. If the Contractor removes or reassigns an employee from the District to another location under normal circumstances, the Contractor shall apprise the District of this removal prior to its taking place. If the Contractor removes an employee from the District without prior notice, due to unacceptable job performance, the District is to be advised of the full particulars on the next normal business day. If this occurs during normal business hours, the District is to be advised immediately.

6. DEFAULT OF AGREEMENT: If an awarded vendor defaults, the District may procure the product and services from other sources, typically the 2nd place vendor, and may recover the loss occasioned thereby from any unpaid balance due the vendor or by proceeding against a vendor's bond, if any, or by suit against the vendor. The prices paid by the District shall be considered the prevailing market prices at the time a purchase is made.

7. **PROPOSER QUALIFICATIONS:** In order to fulfill the necessary qualifications for providing the District with services for out-of-school time program the proposer shall affirm that:
- a. **Full Service and Enrichment Proposals:** It's preferred that the proposer is currently servicing **at least 1** California school district and shall have done so in each of the past five (5) years, three (3) years of which include servicing a school district of 9,000+ ADA.
 - b. The Proposer's employees are U.S. Citizens or with proper work authorization at least eighteen (18) years of age with no prior felony convictions (per Ed. Code §§44009, 44010 and 44011).
 - c. Must provide a minimum of three (3) references from California school districts or other community based organizations that the vendor is currently working with. Please include ADA of the school district including contact information (name, address, phone, and email) and scope of services being provided to the district.

IV. OVERVIEW

Visalia Unified School District (VUSD) is in the city of Visalia, California, and is the 32nd largest public- school district in the state. VUSD provides educational services to a diverse student body of approximately 29,000 students in grades Transitional Kindergarten/Kindergarten through 12, and an Adult Education Program. The VUSD Expanded Learning Opportunities Department provides opportunities for out-of-school, winter, and summer enrichment programs to all transitional kindergarten (TK) through sixth-grade students. The funding is part of California's pandemic investment, benefiting students academically, socially, and emotionally.

V. SCOPE OF SERVICES

FULL SERVICE EXPANDED LEARNING OPPORTUNITIES

The Visalia Unified School District is requesting proposals from qualified organizations to serve as an Expanded Learning Opportunities Program (ELOP) provider to independently design, plan, administer, and operate high-quality afterschool programs at a minimum of five (5) elementary schools and two (2) middle schools within the district with a maximum of 27 elementary schools and five (5) middle schools. Expanded learning programs are pupil-centered, and results-driven, include community partners, and complement, but do not replicate learning activities in the regular school day and school year. Contracts will be awarded, at the District's option, for a term of (1) year with the option of up to four (4) one-year renewals.

Following the selection of a vendor(s), Board approval of contracts, and fingerprint clearance through the FBI and DOJ. The selected vendor(s) will provide support on every day that school is in session, starting at a minimum of 3 hours per day.

Below is a description of the District's needs and requirements. The District wants to understand your company's full offering and fairly evaluate all proposals. If you can serve grades TK-8 and have successfully provided such programs for school districts of similar size and student population, please describe this in your proposal and include references/points of contact. In your proposal, please clearly identify the services you will be providing, and discuss how your company will meet or exceed the District's expectations.

Vendors may apply for all or part of the services. The district reserves the right to choose multiple vendors to operate the full service, turn key programs.

PART 1:

Visalia Unified School District - Full Service Expanded Learning Opportunities - SERVICES DESCRIPTION, NEEDS AND REQUIREMENTS:

- District is in need of Full Service Expanded Learning Opportunities Programming & Support for grades: TK-8th grades.
 - There are (5) TK-6 Grade Campuses
 - There are (2) 7-8 Grade Campuses
- The program objective is to provide an engaging and inclusive after school program for TK-8th grade students across the (7) school sites.
- Needs by school site:
 - **Cottonwood Creek Elementary and Shannon Ranch Elementary** -Avg Daily Attendance =130. The district contracts with other partners that will provide daily clubs for approximately 100 students. This includes a TK/K program that serves up to 20 students. These two sites would need one (1) Site Director/Site Coordinator and up to two (2) support staff.
 - **Denton Elementary, Hurley Elementary, and Oak Grove Elementary** -Avg Daily Attendance =170-180 students. The district contracts with other partners that will provide daily clubs for approximately 100 students. This includes a TK/K program that serves up to 20 students. These three sites would need one (1) Site Director/Site Coordinator and up to four (4) support staff.
 - **Ridgeview Middle School and La Joya Middle School** -Avg Daily Attendance =100 students. The district contracts with another organization that will provide a daily athletic program to approximately 40 students. These two (2) middle schools would need one (1) Site Director/Site Coordinator and up to three (3) support staff.
- Support staff are defined as those who work directly with students in adherence to the ratio requirements. One (1) support staff for every group of 10 TK/K students and every group of 20 1st-8th grade students.
- Support staff shifts are M-F from 2:15pm-6pm. There are six (6) minimum Mondays throughout the school year and eight (8) conference days in November and March. Support staff shifts on these minimum and conference days will be 12:15pm-6:00pm.
- Site Directors/Site Coordinators will help with, among other duties, scheduling of rotations, sign in/sign out, attendance tracking, staying until all students are picked up, &

family communication. This position also will be required to meet with a site administrator weekly and district administration at least once every rotation of program.

- Site Directors/Site Coordinator shifts are M-F from 12:00pm-6:30pm. There are six (6) minimum Mondays throughout the school year and eight (8) conference days in November and March. Site Directors/Site Coordinator shifts on these minimum and conference days will be 11:00am-6:30pm.
- Full Service Expanded Learning Opportunities Program includes:
 - Well-trained support staff that receive ongoing training and support from the vendor and mandatory district training on safety and behavior procedures.
 - Curriculum that include SEL and academic components
 - Support staff receive from their organization:
 - On-going professional development
 - Continuous behavior management training aligned with district
 - Resources for support staff to assist them in providing services
- Curriculum must contain at a minimum, Homework support, Arts, Science, Reading, and STEM that is designed for the specific grade levels (TK-8th graders).
- Vendor(s) will provide an operations manager or equivalent position that will collaborate with the district to ensure that the district's goals are being met and that there is a continuous quality improvement plan in place.
- Vendor(s) must demonstrate their ability to source and hire staff from the local community.
- Vendor(s) is responsible for providing substitutes when staff is absent.
- All staff must meet the minimum requirement for an instructional aide as defined by Visalia Unified School District.
- All staff will be trained as mandated reporters for suspected child abuse.
- Staff will report any concerns related to abuse, self-injury, bullying, and suicidal ideation to designated district personnel.
- Vendor will provide all equipment, & enrichment materials for student and staff use.

PART 2:

Visalia Unified School District is seeking vendors who can provide specific courses during the out-of-school program in grades TK-8, including but not limited to:

- VAPA programs (art, dance, drama, music)
- CTE programs
- STEM programs
- Cooking
- Sports/eSports
- Foreign Language
- Other

VI. PROPOSAL CONTENTS

Proposals must be clear, concise, complete, and well organized and demonstrate both respondent's qualifications and ability to follow instructions. The quality of answers, not the length of responses or visual exhibits is what is important in the proposal. Proposals may not be altered after submission to the District and should be reviewed for accuracy beforehand. The District will not be responsible for errors or omissions in any Proposals. The District reserves the right to reject any and all Proposals or to waive any irregularities, or informalities in the Proposals. If pertinent for illustration of service, or for reference, you may include literature in an appendix. Responses should otherwise be submitted in print.

Currently, the VUSD out-of-school program runs in six, 6-7 week sessions throughout the school year. Program proposed start time is 2:30pm everyday and ends at 6:00pm, except for the six (6) minimum Mondays throughout the school year and eight (8) conference days in November and March. On these minimum and conference days, the out-of-school program will be 12:30pm-6:00pm. The district desires the following logistical program components:

- Program leads/enrichment specialists on campus by 2:00pm on regular school days and 12:00pm on minimum and conference days and end by 5:30pm everyday.
 - Program leads/enrichment specialists collaborate with site director and prepare for program release from 2:00pm-2:30pm each day while on campus.
 - Program leads/enrichment specialists monitor students during snack from 2:30pm-3:00pm.
- Proposal developed for either a 3 day/wk (M/W/F) **and/or** 2 day/wk (T/Th) for 2 hours each day.

Please address the following points in your proposal. Separate proposal sections into tabs for each lettered section below:

- A. Identify the grades/students your company proposes to serve. Please describe how your program will meet or exceed the objectives of the District described in Sec. V above (1-2 pages max).

- B. Discuss your company's experience in the creation and implementation of successful, high-quality out-of-school programs. (2 page max)
- C. Provide a list of public school districts that you currently serve, or have served, with such programs within the last three years. Please include the names and email addresses of your contacts/references (1-2 pages).
- D. Provide information on how you recruit staff, minimum requirements, and provide a detailed description of the training they are provided. Please also discuss how you manage your staff throughout the duration of the program, including communication with the school, the District, timekeeping, and absences. (2 pages).
- E. COST PROPOSAL: Please provide a detailed budget, including daily rates for after school enrichment activities, curriculum development, training, & staffing outlining a per school cost. Initial cost proposal should include expected increases for subsequent years, which will be evaluated for renewal consideration each year (2 pages).
- F. Feel free to include any other relevant information, experience, or skills that increase the value of your company's offering and services. (Max. 1 page)
- G. Provide evidence of liability insurance coverage of at least \$3 Million Dollars.
- H. Please complete, sign, and return the District-Required Forms included in Appendix 1.

VII. PROPOSAL DEADLINE – November 3, 2025, 11:00 a.m.

Proposals must be received by the District no later than 11:00 a.m., Monday, November 3, 2025. Once submitted, responses become the property of the District. No corrected or resubmitted proposals will be accepted after the deadline. Late proposals will not be accepted and will be returned unopened.

Submit three signed proposals including scanned digital copy in USB drive, in a sealed envelope, by regular or express delivery to the address below:

Visalia Unified School District
Attn: Regina Lira
RFP #2025-06
5000 W. Cypress Ave.
Visalia, CA 93277

VIII. EVALUATION OF PROPOSALS AND AWARD OF CONTRACT

To be deemed “Responsive”, proposals must be received by the deadline, include the District-required forms, and address all requirements of this RFP. Each vendor’s response will be reviewed for completeness and adherence to the submission requirements and evaluation criteria. Proposals will be ranked based on the evaluation criteria referenced below. Visalia Unified School District will be the sole judge of the quality of proposals and reserves the right, at its discretion, to disqualify any vendor that submits an incomplete proposal, does not properly adhere to the solicitation requirements, and/or does not meet the requirements of Visalia Unified School District. A vendor’s response that is disqualified will not be scored nor ranked. If the evaluation committee has reasonable grounds to believe that the provider is unable to provide the required tool to the satisfaction of Visalia Unified School District, the District reserves the right to exclude the provider from the approved list.

Responsive proposals will be scored by a District panel using the following criteria:

- Demonstrated understanding of, and responsiveness to, the RFP -15 points
- Ability to meet and/or exceed the needs of the District as identified in this RFP -20 points
- Personnel: qualifications, leadership, recruitment, training programs -15 points
- Past experience and demonstrated success in providing extended learning opportunities to school districts of comparable size and needs -30 points
- Cost of Proposal that includes a per school cost -20 points

Contract consideration will be based upon the proposal scores (100 possible pts total) and, if required, follow-up interviews, at the District’s option. Selected vendors will be invited to a district Vendor Fair to present their program(s). School administrators will then have the opportunity to vote on their preferred options, and the top-rated vendors will be awarded contracts. Contract awards are conditional on final approval by the Visalia Unified School District Board of Education. The District reserves the right to:

- Request an interview with and/or request additional information from any vendor before its selection.
- Select the vendors that, in the District’s judgment, will best meet the District’s needs. Fees are an important factor but are not the sole factor in making a selection.
- Reject any proposals or waive any non-statutory informality. The Board’s decision to accept or reject the contract shall be final.
- Award a contract, multiple contracts, or portions of the whole, to more than one vendor;
- Not to award a contract, either as a result of proposals received, or any other reason.

The decision of the District panel and Board will be final. November 14, 2025 is the target date for the completion of the submittal process. The final selection and award of contract(s) by the Visalia Unified School District Board of Education will be in early spring, upon completion of scoring and vendor fair results.

Thank you for your interest in serving the needs of the Visalia Unified School District. The District invites you to respond and looks forward to receiving your company's proposal.