



Response to Questions for RFP #2025-06

Addendum No. 1

October 22, 2025

1. Question: Is the district looking to add additional full service after school providers with this RFP or are they focused on enrichment/ club providers?

Answer: Afterschool enrichment and full-service provider submissions are accepted.

2. Question: Expanding on the last question, per Addendum #2, it states that the full-service program vendor will not act as a traditional full service program that runs all clubs. Instead, the full-service provider will:

- a. Provide a few staff (Site Directors/Coordinators and support staff) to oversee the VUSD afterschool program at the specific sites
- b. Ensure that all other contracted partners (clubs/enrichment vendors) are on site and ready to run their program

We are interpreting this to state that this is a staffing opportunity and not where vendors will execute their own curriculum. Is that correct?

Answer: Vendors can also provide their own curriculum.

3. Question: On page 13, section VI, point H, the RFP instructs proposers to 'complete, sign, and return the District-Required Forms included in Appendix 1'. However, I was unable to find this appendix within the RFP document provided. Could you please provide a copy of Appendix 1 or let me know if it will be made available in a separate addendum?

Answer: It will be made available in a separate addendum.

4. Question: Do applicants that wish to apply as a Full Service Expanded Learning Opportunities (Part 1) Vendor, as well as a Vendor to provide specific courses during out-of-school program (Part 2), need to provide two separate applications to RFQ/P No. 2025-06? Or do they simply need to indicate in their single application that they would like to apply under both options?

Answer: Single application with statement that they are interested in both options.

5. Question: Pg. 5, section 11 (d): Would the District be willing to edit their indemnification language?

Answer: A request can be made and will be analyzed by our legal team.

6. Question: Pg. 5, Section 12: Can the District specify what the payment terms are here, i.e., NET 15?

Answer: This can be found on the back of our Purchase Orders as follows:

“Visalia Unified School District desires to pay all bills promptly. However, claims cannot be audited for payment unless or until these instructions have been completely complied with. Upon satisfactory delivery of purchased goods (including setup and installation when required) and/or completion of services to the Visalia Unified School District and receipt of correct invoice in triplicate by the District's Accounts Payable Department, the District will

pay provider the amount due within 30 days following compliance. The District will not be responsible for payment of any invoices that are received later than one (1) year after receipt of the goods/services shown on the face of this Purchase Order.”

7. Question: The RFP details staffing needs for seven specific schools in Part 1 but also mentions a potential maximum of 27 elementary and five middle schools. Is the scope of this RFP limited to the seven named schools, or should our proposal address the ability to scale to all 32 schools?

Answer: Proposal should address vendors’ request to serve from 1–32 schools.

8. Question: Could the District please define the 'minimum requirement for an instructional aide as defined by Visalia Unified School District' that all vendor staff must meet?

Answer: All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide. (Education Code 8483.4, 8484.75, 45330, 45344, 45344.5)

9. Question: Part 1 (Full Service) and Part 2 (Enrichment Courses) appear to be distinct offerings. Can a single vendor be awarded a contract that includes both a 'Full Service' component at some schools and a 'Part 2' enrichment course at others?

Answer: Yes. All requests will be considered.

10. Question: At the seven specified schools, the RFP mentions the 'district contracts with other partners.' Could you provide more information on the roles of these partners and the expected model for collaboration and scheduling between vendors?

Answer: Partners will collaborate by working together at the school site(s) during the same program time.

11. Question: The proposal format in Section VI requests a schedule for a '3 day/wk (M/W/F) and/or 2 day/wk (T/Th)' program. However, the scope of services in Section V states the selected vendor will provide support 'on every day that school is in session.' Please clarify if the Full Service program is expected to be 5 days a week, and the 2/3 day schedule only applies to Part 2 enrichment proposals.

Answer: Vendor can offer a 2-day and 3-day option. Our student registration offers a Mon/Wed/Fri and a Tues/Thurs sign-up option. Yes, Full Service program would be 5 days per week.

12. Question: Regarding the cost proposal, is the District looking for a single, blended 'per school cost,' or a detailed breakdown by staffing, curriculum, and materials for each of the seven unique school sites?

Answer: Detailed breakdown is requested.

13. Question: What training is required by the District for Support Staff & Site Directors/Site Coordinators?

Answer: Next year's professional development plan is currently being created and will be shared with vendors once complete.

14. Question: Where are the 'District-Required Forms' located? There is no Appendix in the RFP.

Answer: District-required forms will be an addendum and provided to vendor if selected.

15. Question: Can proposals be submitted electronically?

Answer: No, proposals must be physically delivered by mail, courier, or in person.

16. Question: Will the district grant an extension to the current due date of 11/03/2025?

Answer: No, the District will not grant an extensions to the current due date.

17. Question: Can vendors who provide curriculum, materials, and PD—but not staffing or daily site operations—submit under this RFP?

Answer: Yes.

a. If yes, should curriculum-only vendors respond under Part 2: Specific Courses/Enrichment Offerings, or complete the full RFP response including Tabs A–H?

- **Full RFP**

18. Question: Will the District consider contracting directly with curriculum providers to support full-service operators?

Answer: Yes

19. Question: How should curriculum-only partners coordinate with site staff or operators to align with ELO-P goals (SEL, academic enrichment, etc.)?

Answer: Alignment will occur through Expanded Learning Department leadership team in partnership with vendors.

20. Question: How will curriculum-only proposals be evaluated relative to full-service providers?

Answer: Evaluation is based on programs needs and alignment with departmental and district goals.

21. Question: Signature Policy: To ensure our documents comply with the district's requirements, could you please clarify your policy on signatures? Specifically, we would like to know:

- Are electronic signatures accepted on forms and documents?
- If so, are there any restrictions on the type of e-signature used (e.g., a specific platform like DocuSign, a certified digital signature, a scanned image of a signature, a typed name)?
- If physical signatures are required, must they be in blue ink?

Answer: Electronic or digital signatures shall not be accepted. All required documents must bear an original, wet signature executed in blue ink to be deemed valid and legally binding.

22. Question: Grade Bands (TK-8): We are requesting clarification on the scope of the TK-8 grade bands. Will the District consider proposals from vendors who specialize in and can only service a subset of this grade range (e.g., 3-8, TK-5 or 6-8), or is it a mandatory requirement that a selected vendor must have the capacity to service all grades from TK through 8?

Answer: Subsets are accepted. Please be clear in the proposal of the grade ranges your organization is able to serve.

23. Question: Service Schedule: We are respectfully requesting clarification on the required service schedule, as we noted two different service models within the RFQ.

- One section states: 'support on every day that school is in session, starting at a minimum of 3 hours per day.'
- Another section requests a: 'Proposal developed for either a 3-day/wk (M/W/F) and/or 2 day/wk (T/Th) for 2 hours each day.'

To ensure our proposal is fully responsive to the District's needs, could you please clarify:

- Is the primary service requirement a daily model at a 3-hour minimum?
- Or, is the District requesting vendors submit proposals based on the 2-hour, 2-day/3-day per week models instead?

Answer: Yes, daily requirement for the afterschool program lead.

This is to offer enrichment program to students on one of the time/day options or state if you can serve Mon-Fri.

24. Question: Staff Qualifications: The RFQ states that 'All staff must meet the minimum requirement for an instructional aide as defined by Visalia Unified School District.' To ensure we propose fully qualified staff, we are respectfully requesting clarification on these requirements. We understand that the federal Every Student Succeeds Act (ESSA) and California Education Code typically require paraprofessionals to have a high school diploma (or equivalent) and meet one of the following:

- Completion of 48 college units;
- An Associate's degree or higher; or
- Passage of a local academic assessment

Could you please confirm if these are the requirements the District is referring to?

Answer: Yes, they are.

Additionally, could you please clarify:

- Are there any additional District-specific requirements (e.g., specific certifications, background check clearances, health screenings) that staff must meet?

Answer: Yes, background checks with FBI/DOJ and TB test are required.

25. Question: Do these minimum requirements differ in any way for staff who will be providing virtual services versus in-person services?

Answer: No

26. Question: Subject Scope: Will the district accept proposals from vendors that can provide services for a few subjects (such as math and ELA) only, or would they prefer to award vendors that can provide services for the most or all subjects discussed in the RFQ?

Answer: All approaches will be reviewed

27. Question: Missing Appendix 1: The RFQ references 'District-Required Forms' located in 'Appendix 1' that must be completed and returned. However, Appendix 1 and these forms do not appear to be included in the document provided. Could you please provide these missing forms or direct us to where we can find them?

Answer: These will be signed if vendor is selected.

28. Question: Do you desire vendors who are applying under part 2 of the RFP to arrive on campus by 2pm as detailed on page 12 of the RFP under VI. Proposal Contents? We see that it says both program leads/enrichment specialists, but would like to confirm.

Answer: Yes, 2pm is the arrival time.

29. Question: Is it the goal of the district to use awarded vendors of this RFP to begin providing services in Spring 2026? When is the anticipated start date of services?

Answer: Anticipated start date of service is August 2026.

30. Question: Does this RFP include summer intersession programming?

Answer: No. But if selected as a vendor, summer intersession becomes an option.

Visalia Unified School District

Request For Proposals: #2025-06

Enrichment Expanded Learning Opportunities

Programming & Support



Addendum Acknowledgement

IMPORTANT: This form must be returned with the RFP

By signing below, the undersigned acknowledges receipt and review of **Addendum No. 1** to RFP #2025-06 issued by the Visalia Unified School District. This acknowledgment confirms that the information provided herein has been incorporated into the respondent's proposal.

Electronic or digital signatures shall be deemed unacceptable. Any acknowledgment of an addendum must be executed with an original, handwritten (wet) signature in blue ink to be valid and legally binding.

Failure to submit acknowledgement of any addenda issued may be cause for rejection of RFP.

Signature: _____

Name: _____

Date: _____