



Fullerton School District

REQUEST FOR PROPOSALS RFP 2026-2027-FSD-01
EXPANDED LEARNING OPPORTUNITY PROGRAM

Sealed Proposals Due No Later Than:
March 27, 2026 – 10:00 a.m.

District Representative Contact for Questions and Submittal of Proposal:

Mike McAdam
Director of Purchasing, Contracts, Warehouse & Reprographics
1401 W. Valencia Drive
Fullerton, CA 92833
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I. OVERVIEW

The Fullerton School District (the “District”) is inviting proposals from qualified Vendors to provide high quality expanded learning opportunity programs outside of the regular school hours on one (1) or more elementary and/or middle schools within the District. Expanded Learning Opportunity programs are defined as programs that take place when school is not in session and provide enrichment and recreational activities for students in Transitional Kindergarten (TK) to 6th grades. The RFP will be awarded to one (1) or more Vendor(s). Furthermore, in the event that the winning Vendor(s) are unable to fulfill the contract requirements thus, will result in a cancellation of the original contract between the winning Vendor(s) and the District, a backup Vendor may enter into a contract with the school district upon mutual agreement without submitting another proposal. Proposals made in this RFP by the backup Vendor shall stay effective till the end of the contract term. The District will act as the sole judge on whether the contract requirements are met to the District’s satisfaction. This RFP defines the program and the services that are being sought from the Vendor(s) and generally outlines the program requirements.

About the District

Fullerton School District (the “District”) is a public school district headquartered in Fullerton, California. The District serves approximately 10,000 students for grades TK-8 in the city of Fullerton. As a part of the California State Budget, the Expanded Learning Opportunities Program (ELO-P) has been established to provide funding for afterschool and summer school enrichment programs for transitional kindergarten/kindergarten through sixth grade students. The goal is to develop the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences and extracurricular activities. The program is intended to be student-centered, results driven, include community partners, and complement, but not replicate, learning activities in the regular school day and school year.

II. PURPOSE OF REQUEST FOR PROPOSALS

The objective of this Request for Proposals (“RFP”) is for the District to identify one or more qualified Vendors to support the implementation of on-site after school programs for students in grades TK–6. These services will be delivered as part of the District’s existing expanded learning framework and in coordination with site and district leadership. Fullerton School District will be seeking vendors who provide the following services. Vendors may submit proposals for one (1), two (2), or all three (3) service categories:

- **Full Program Support**

Vendors will provide staffing only to support our after-school programs as part of program integration. Vendors will provide staffing to support our after-school programs through full integration with existing district employees at established program sites. Summer Program Support will be available on an as needed basis.

- **Sports League Management**

Vendors will manage the overall operation of Encore Sports League, including providing established league rules, coordinating and supplying referees for all games, and setting up fields or courts as necessary. This role will focus on league organization, game logistics, and ensuring smooth execution of league play.

- **Sports League Coaches**

Vendors will provide coaches for the Encore Sports League at varying school(s). Coaches will deliver coaching sessions to students, create and implement plays, and hold practices during after-school programming. Coaches are also expected to attend all scheduled games and actively coach teams during games.

III. SUBMISSION OF PROPOSAL AND DEADLINE (Applies to All Vendors)

Please submit one (1) original (clearly marked), plus two (2) copies of the proposal. All pages shall be single sided with text no smaller than 11-point font and margins of no less than 1” on all sides. All responses must be received by the District representative below, no later than March 27, 2026 at 10:00am. Submitted to the Fullerton School District Office:

1401 W. Valencia Dr. Fullerton, CA 92833

ATTN: Mike McAdam.

Once submitted, responses become the property of the District. No corrected or resubmitted proposals will be accepted after the deadline. No electronic or faxed copies of the proposals will be accepted.

Questions regarding this RFP may be directed to the District representative below. All questions must be emailed and received no later than March 13, 2026 at 3:00 PM (PST).

District Representative Contact for Questions and Submittal of Proposal:

Mike McAdam

Director of Purchasing, Contracts, Warehouse & Reprographics

1401 W. Valencia Drive

Fullerton, CA 92833

Phone: (714) 447-2846

Email: mike_mcadam@myfsd.org

It is the sole responsibility of the submitting Vendor to ensure that its proposal is received before the submission deadline. Submitting Vendors shall bear all risks associated with delays due to problems associated with internet transmission. Any proposals received after the scheduled deadline for receipt of proposals may, at the District's sole discretion, be rejected. No corrected or resubmitted proposals will be accepted after the proposal submission deadline.

Important Note:

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no Respondent, person, or entity, submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such Respondent shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract with any member of the District, Board of Education, representatives, agents, or selection members, other than the individual(s) specifically named herein. Any such contact shall be grounds for the disqualification of the Respondent submitting a response.

TIMELINE

The anticipated schedule for completion of this RFP is shown below; dates are subject to change:

Timeline	Date
2026- 2027 RFP posted online	February 27, 2026
RFI Questions EMAIL ONLY mike_mcadam@myfsd.org	March 13, 2026 No Later Than 3:00 P.M. PST
Request of Proposals (RFP) Due Date: (see SUBMISSION OF PROPOSAL AND DEADLINE)	March 27, 2026 No Later Than 10:00 A.M. PST (Submitted to the Purchasing Department)
Notify Selected Vendors	April 10, 2026
Contracts Due for Selected Vendors	May 1, 2026
Award of Contract(s) by Authorization of the District's Board of Education	May 19, 2026

The District reserves the right to reject any and all RFP responses, to amend the RFP and the process itself, or to discontinue the process at any time. The District may waive any immaterial deviation in a proposal. The District's waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Vendor from compliance with the other provisions of this RFP.

Nothing contained in the RFP, the responses, nor the District's acceptance of any response in whole or in part shall oblige the District to complete negotiations with any Vendor. The District reserves the right to end, in its sole discretion, negotiations, with a Vendor at any time up to the consummation of the transactions arising from this RFP.

All proposals received by the District must remain effective for a period of ninety (90) days from the date of submission to the District.

IV. GENERAL SCOPE OF SERVICES (Applies to all Vendors Unless Otherwise Noted)

Proposals are requested for providing after school programs for TK-6 grade students within the Fullerton School District for the period of up to 210 days (180 school days with the possibility of 30 intersession days), July 1, 2026 through June 30, 2027.

The after school programs will begin after dismissal from the schools and end no later than 6:00 PM, Monday through Friday during the school year. Dismissal times vary at each school site based on the students' grade level. Every Wednesday is a shortened day and minimum days are scheduled throughout the school year.

The program must have the ability to serve 100-325 students per site.

V. PROPOSAL CONTENT REQUIREMENTS (Applies to All Vendors)

In order for responses to be considered, said response must be clear, concise, complete, well organized and demonstrate the Vendor's ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important. A Vendor must submit one (1) original (clearly marked), plus two (2) copies of the proposal. All pages shall be single sided with text no smaller than 11- point font and margins of no less than 1" on all sides.

The response shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

Transmittal Letter – Maximum two (2) pages

A transmittal letter signed by an official authorized to enter into contracts for the Vendor should refer to this RFP by title and date. It should include the following statement:

"I certify that I have read the attached RFP and accompanying instructions and that I am authorized to commit the Vendor to the proposal submitted."

Name and Nature of Vendor's Legal Entity: Specify in the proposal the name and nature of the legal entity and any fictitious name(s) under which it does any business. An authorized officer or person shall sign the proposal under the correct Vendor name.

- A. Vendor/Company name
- B. Address
- C. Name of contact person
- D. Phone number
- E. Email address
- F. Year Company was established
- G. Number of employees
- H. Web site/Facebook page
- I. Signature of authorized officer or person
- J. Corporate seal (if a corporation)

VI. GENERAL REQUIREMENTS (Applies to All Vendors)

Employee Qualifications & Compliance

The District requires that all Vendors demonstrate the organizational capacity, staff qualifications, and compliance infrastructure necessary to safely and effectively deliver Expanded Learning and Encore programs.

Organizational Information & Experience

Vendors must provide:

1. **Organizational Overview**

A brief description of the Vendor, including its structure, years in operation, and core business functions.

2. **Relevant Experience & Performance History**

A description of qualifications and experience delivering similar or related services, including demonstrated performance outcomes in school-based or youth programs.

3. **Key Personnel Qualifications**

Brief resumes for all key staff assigned to District programs, including professional qualifications and directly related experience.

- Maximum one (1) page per staff member.

4. **References**

Contact information for up to three (3) Southern California school districts for which the Vendor has provided similar services within the past five (5) years. Include:

- District name
- Contact person
- Title
- Mailing address
- Phone number
- Email address

Staffing Requirements

The successful Vendor must meet the following staffing requirements:

- Possess and maintain any required child care license(s), if applicable.
- Maintain a maximum student-to-staff ratio of:
 - **20:1** for grades 1–6 (or applicable grade spans)
 - **10:1** for Transitional Kindergarten (TK) and Kindergarten (K)

The Vendor shall be solely responsible for recruiting, hiring, training, supervising, and providing substitutes for all program staff.

The District shall determine the number of staff required to support Expanded Learning and Encore programs under the agreement. The Vendor must provide and maintain the full number of staff as specified by the District, beginning on the first day of service and continuing without interruption throughout the entire contract term.

Failure to provide or maintain required staffing levels shall constitute a material breach of contract and may result in contract termination.

Minimum Qualifications for Direct Supervision Staff

All after-school program staff who provide direct supervision to students must meet the following minimum qualifications:

- Possess a high school diploma or equivalent; and
- Meet one (1) of the following:
 - Completion of at least two (2) years of college or a minimum of 48 semester units at an institution of higher education; OR
 - Possession of an associate’s degree or higher; OR
 - Successful completion of the District’s paraeducator equivalency assessment.

Mandatory Compliance Requirements

The Vendor must ensure compliance with all applicable federal, state, and District regulations. Prior to having contact with students, all employees, contractors, agents, and volunteers must:

- Complete fingerprinting and criminal background clearance in accordance with California Education Code Section 45125.1(e).
- Comply with the Child Abuse and Neglect Reporting Act (California Penal Code §§11164–11174) and Mandated Reporter requirements.
- Provide verification of current Tuberculosis (TB) screening and negative test results.
- Maintain current CPR and First Aid certification.
- Submit required documentation to the District verifying compliance.

The successful Vendor will also be required to complete the District’s Vendor Compliance and Safety Packet (to be provided upon selection).

**All costs associated with fingerprinting, Mandated Reporter training, health screenings, TB testing, CPR/First Aid certification, insurance, and compliance requirements are the sole responsibility of the Vendor.*

Insurance

Prior to execution of the Consulting Agreement (the “Agreement”), a sample of which is included as **Exhibit A** to this RFP and commencement of any work, the selected Vendor will be required to provide a completed Certificate of Insurance from a California admitted insurer(s) with a current AM Best Company rating of “no less than A”, naming the District as an additional insured, for the following minimum levels of insurance:

Commercial General Liability	\$1,000,000 per occurrence, and \$2,000,000 general aggregate for bodily injury, personal injury and property damage (including motor vehicle operation).
Business Auto Liability	For injury or damage that arises out of the other party’s use of automobiles; should include all owned, hired, rented, leases, or other non-owned autos \$1,000,000 per accident.
Workers’ Compensation	Workers’ Compensation Insurance in conformance with the laws of the State of California and applicable federal laws.
Errors and Omissions/ Professional Liability	(If applicable) For financial loss or harm caused to the district that arise out of vendor’s professional services \$1,000,000 per occurrence / \$2,000,000 annual aggregate.
Sexual Abuse or Molestation	\$3,000,000 per occurrence / \$6,000,000 annual aggregate. Sexual abuse or molestation limits shall be separate and in addition to the limits required above.

Non-Collusion Declaration

All Vendors shall submit the Non-Collusion Declaration attached as **Exhibit B** to this RFP.

Proprietary Information

All proposals shall become the property of the Fullerton School District once submitted and should not contain information that is confidential or proprietary in nature.

VII. FULL PROGRAM SUPPORT

Only vendors applying for Full Program Support complete this section. The proposal to submit for Full Program Support are the completed **Exhibits C, D, E**, and any supporting documents. Evaluation Rubric for Full Program Support is **Exhibit I**.

Program Integration and Alignment

The District is seeking vendors who will fully integrate into the existing District Expanded Learning Programs. Integration is defined as active collaboration with District and site leadership, alignment with the District's mission, vision, and Expanded Learning Program Goals, and meaningful participation in the overall program culture.

Vendors are expected to participate in staff meetings, professional development opportunities, planning sessions, and ongoing program improvement efforts as directed by the District.

The District values collaboration and open communication. While the District encourages shared dialogue and input, final decisions regarding program structure, scheduling, staffing alignment, and implementation priorities will be made by District leadership based on overall program needs. Vendors must demonstrate flexibility and a commitment to supporting District-directed decisions.

All Vendors are required to complete **Exhibit C – Program Integration & Collaboration Questionnaire** and submit it with their proposal. Vendors may attach additional supporting documentation to further explain or demonstrate their integration model and collaborative practices. Supporting documentation may include, but is not limited to:

- Sample communication plans
- Organizational charts
- Defined roles and responsibility matrices
- Sample meeting agendas
- Professional development plans
- Letters of reference highlighting collaborative partnerships
- Case studies or examples of prior district integration

Failure to complete **Exhibit C** or to sufficiently demonstrate a clear and actionable integration plan may result in disqualification or a reduced evaluation score.

Staffing Plan and Coverage Commitment

The District requires Vendors to demonstrate a clear, reliable, and sustainable staffing plan that guarantees full coverage beginning on the first day of service and continuing without interruption throughout the entire term of the contract. Vendors must clearly outline:

- Their ability to provide the number of staff requested by the District.
- A guaranteed commitment to fulfill staffing requirements from day one.
- Systems in place to address staff absences, vacancies, and unexpected changes.
- Operational procedures that ensure continuity of services.

The District will evaluate the Vendor’s ability to provide consistent, uninterrupted staffing and the strength of its contingency planning.

Failure to maintain required staffing levels during the contract term may constitute a material breach of contract and may result in corrective action or termination of services.

Failure to complete **Exhibit D – Staffing Plan & Coverage Commitment Questionnaire and Certification** as instructed may result in disqualification or a reduced evaluation score.

Fee Requirements

Vendors are required to complete the Proposal Fee Worksheet attached as **Exhibit E**. The worksheet must be submitted in its original format and may not be altered, modified, or reformatted in any way. All applicable fields must be completed.

Vendors are responsible for ensuring that all pricing is accurate, complete, and reflective of the services described in their proposal. Failure to complete **Exhibit E** as instructed may result in disqualification or a reduced evaluation score.

All rates must be fully burdened and inclusive of all costs associated with providing services under this RFP, including but not limited to administrative overhead, insurance, payroll expenses, taxes, training, equipment, supplies, and compliance requirements.

Evaluation Criteria: Full Program Support

CRITERIA	EVALUATION WEIGHT FACTORS
Fees	40 points
Program Integration & Alignment	25 points
Employee Qualifications & Compliance	20 points
Staffing Plan & Coverage Commitment	15 points
TOTAL:	100 points

VIII. SPORTS LEAGUE MANAGEMENT

Only vendors applying for Sports League Management complete this section.

Cost Proposal Requirements

The District is seeking a qualified vendor to provide comprehensive Sports League Management services for the Encore Sports League, including league organization, game logistics, referee coordination, and overall execution of Flag Football, Soccer, and Basketball. The District's target cost for full points is \$12,000.

Vendors must submit a total, all-inclusive cost proposal covering the full scope of services described in this RFP. The proposed cost must include, but is not limited to:

- League planning and administration
- Development and implementation of league rules
- Scheduling and game coordination
- Field and/or court setup and breakdown
- Coordination and compensation of referees
- Meetings with District personnel
- Administrative overhead and operational expenses

Vendors must provide:

- A detailed cost breakdown showing how the total fee was calculated
- Identification of any assumptions included in pricing
- Confirmation that all services outlined in this RFP are included in the proposed total

Failure to provide a clear and complete cost proposal may result in a reduced evaluation score.

League Organization, Game Logistics & Meetings

The Vendor will manage the overall operation of the Encore Sports League for Flag Football, Soccer, and Basketball. The selected Vendor will be responsible for ensuring organized, consistent, and well-executed league play. Vendors must clearly describe their plan for:

- Establishing and enforcing league rules for all three sports
- Coordinating game-day logistics
- Setting up and preparing fields or courts as necessary
- Ensuring safe and smooth execution of all games
- Conducting coordination meetings with District staff

The proposal should demonstrate the Vendor's experience managing youth sports leagues of similar size and complexity. Vendors must include supporting documentation such as:

- Sample league rules or handbooks
- Game-day operations plans
- Examples of prior league management experience

Responses should clearly explain how the Vendor will ensure consistency, organization, and high-quality league execution across all three sports.

Referee Coordination & Staffing

The Vendor shall be responsible for recruiting, scheduling, training, and managing approximately 37–40 referees to support Flag Football, Soccer, and Basketball games. Vendors must clearly describe their plan for:

- Recruiting and screening qualified referees
- Verifying certifications and experience
- Training referees on league-specific rules and expectations
- Scheduling referees across all games and sports
- Providing contingency coverage for referee absences
- Supervising and evaluating referee performance
- Ensuring professional conduct and sportsmanship

The District expects a reliable system that guarantees full referee coverage for all scheduled games. Proposers must include supporting documentation such as:

- Training outlines or certification requirements
- Scheduling systems or tools used
- Contingency/backup coverage procedures
- Examples of prior referee management experience

Failure to demonstrate the ability to reliably supply and manage referees may result in a reduced evaluation score.

Evaluation Criteria: Sports League Management

CRITERIA	EVALUATION WEIGHT FACTORS
Fees	50 points
League Organization, Game Logistics, & Meetings	25 points
Referee Coordination & Staffing	25 points
TOTAL:	100 points

IX. SPORTS LEAGUE COACHES

Only vendors applying for Sports League Coaches complete this section. The proposal to submit for Sports League Coaches are the completed **Exhibits F, G, H**, and any supporting documents. Evaluation Rubric for Sports League Coaches is **Exhibit K**.

Fee Requirements

The District is seeking qualified Vendors to provide Sports League Coaches at a competitive and reasonable hourly rate. Proposals will be evaluated based on the hourly rate per staff member as outlined in the evaluation rubric. Vendors must:

- Clearly state the fully burdened hourly rate per Coach.
- Confirm that the rate includes all costs associated with employment and program delivery (insurance, payroll, taxes, certifications, equipment, administrative overhead, compliance requirements, etc.).
- Complete the required Fee Worksheet (**Exhibit F**).
- Certify that no additional fees will be charged beyond the stated hourly rate unless approved in writing by the District.

The hourly rate submitted will be scored according to the established point scale. Rates must be transparent, clearly stated, and inclusive of all required services.

Failure to complete **Exhibit F** as instructed may result in disqualification or a reduced evaluation score.

Coaching Qualifications & Experience

The District seeks Coaches who demonstrate strong experience in youth sports instruction and positive youth development. Coaches must promote sportsmanship, skill-building, inclusion, and safe supervision. Vendors must describe:

- Coaching experience in youth sports (Flag Football, Soccer, Basketball, or similar)
- Experience working with elementary-aged students
- Approach to positive behavior management and sportsmanship
- Strategies for skill development and student engagement
- Staff supervision and communication practices
- Process for ensuring consistent coaching quality

All Coaches must meet required compliance standards prior to working with students. Mandatory Compliance Requirements:

- Livescan fingerprint clearance
- CPR and First Aid certification
- Current TB clearance
- Mandated Reporter training certificate

Failure to complete **Exhibit G- Coaching Qualifications & Experience Questionnaire** as instructed may result in disqualification or a reduced evaluation score.

Student Safety & Risk Management

Student safety is a top priority of the District. Vendors must demonstrate comprehensive policies and procedures that ensure safe supervision, emergency preparedness, and inclusive participation for all students. Vendors must clearly describe:

- Supervision ratios and monitoring procedures
- Injury response and first aid protocols
- Emergency procedures (including communication chain and incident reporting)
- Procedures for including students requiring accommodations
- Communication protocols for incidents involving students

The District expects documented systems—not general statements of intent.

Failure to complete **Exhibit H- Student Safety & Risk Management Questionnaire** as instructed may result in disqualification or a reduced evaluation score.

Evaluation Criteria: Sports League Coaching

CRITERIA	EVALUATION WEIGHT FACTORS
Fees	40 points
Coaching Qualifications & Experience	35 points
Student Safety & Risk Management	25 points
TOTAL:	100 points

X. EXHIBITS SUMMARY

Exhibits Required for ALL Vendors

- Exhibit A – Certificate of Insurance Requirements
- Exhibit B – Non-Collusion Declaration

Exhibits Required for Full Program Support ONLY

- Exhibit C – Program Integration & Collaboration Questionnaire
- Exhibit D – Staffing Plan & Coverage Commitment Questionnaire
- Exhibit E – Proposed Fee Worksheet – Full Program Support
- Exhibit I – Full Program Support Rubric

Exhibits Required for Sports League Management ONLY

- Exhibit J – Sports League Management Rubric

Exhibits Required for Sports League Coaches ONLY

- Exhibit F – Proposed Fee Worksheet – Sports League Coaches
- Exhibit G – Coaching Qualifications & Experience Questionnaire
- Exhibit H – Student Safety & Risk Management Questionnaire
- Exhibit K – Sports League Coaches Rubric

XI. PROPOSAL TERMS AND CONDITIONS

The District will not pay any costs incurred by the Vendor in preparing or submitting the proposal. The District reserves the right to modify or cancel, in part or in its entirety, this RFP. The District reserves the right to reject any or all proposals, to waive defects or informalities, and to offer to contract with any Vendor in response to any RFP. This RFP does not constitute any form or offer to contract with the Fullerton School District.

XII. EVALUATION PROCESS

Proposals will be evaluated based on the following criteria:

1. Understanding of the services required.
2. Quality, clarity, and responsiveness of the proposal.
3. Demonstrated competence and professional qualifications necessary for successfully performing the work required.
4. Background and related experience of the principal individuals to be assigned to provide services.
5. Proposed fees.

Submittals will be reviewed for responsiveness and evaluated, pursuant to objective criteria, with particular attention to, without limitation, each Vendor's qualifications and demonstrated competence in providing like services as well as completeness, adherence to directions and format requirements, brevity, and clarity of content.

After the submittals are evaluated and/or ranked, the District, at its sole discretion, may elect to schedule an interview(s) with the top Vendor(s). The District may elect to interview one or more Vendors.

The District Evaluation Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, a District representative will notify those Vendors selected as to the place, time, date, and location of the interview. It is anticipated the interviews will be conducted as stated in Tentative Timeline. Your Vendor's primary contact as stated in your response to this RFP must be present at the interview.

Although cost is a significantly weighted factor, the District shall not be obligated to accept the lowest priced proposal, but will make an award in the best interest of the District after all factors have been evaluated.

The Evaluation Committee intends to recommend the most qualified Vendors to the District's Board of Education regarding the selected Vendors and the offer program(s). After selection and authorization by the Board, staff will issue a Notice of Award to the awarded Vendor.

Upon request, the names of all Vendors; including the selected Vendors, who submitted qualifications and proposals will be made available. All Vendors shall be notified of the results in writing after the conclusion of the selection process.

Final selection of a Vendor, terms and conditions of any and all Agreements and authority to proceed with services shall be at the discretion of the District.

XIII. FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFP for the offered program(s), to reject any proposal as non-responsive, and not to contract with any Vendor for the services described herein. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any Vendor not participating in this process.

During contract negotiations, if the District is unable to negotiate successfully a satisfactory Agreement(s) with terms and conditions the District determines to be fair and reasonable, the District may then commence negotiations with the best qualified Vendor(s) in sequence until an Agreement is reached, or determination is made to reject all submittals.

The awarding of a contract is at the sole discretion of the District. The District expects to award contract(s) for the services identified in this RFP by April 10, 2026.

The District may, at its option, determine to award contract(s) as described above in this RFP. In such a case, the successful proposing Vendor(s) will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other proposing Vendor selected as a finalist. If no finalist is willing to enter into a contract, the District will retain the right to enter into negotiations with any other Vendor responding to this RFP.

Thank You for Your Participation in the Fullerton School District's RFP Process!

Exhibit A
Certificate of Insurance Requirements (ALL Vendors)

* Sample Page Included *

Insurance policies must include the following:

1. The Certificate of Liability (Acord 25 or similar for) is to be issued by the Vendor's Insurance Company. Fullerton School District is to be named as Additional Insured and Certificate Holder.
2. *Additional Insured Endorsements are required for General Liability policies.*
 - a. See attached sample for required endorsement information.
3. Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, Purchasing must receive a new certificate at least ten (10) days prior to the expiration.
4. "Description of Operations" should include a brief description of the services being performed, and reference any contracts or agreements involved.
5. Certificate Holder Information:
 Fullerton School District
 1401 W. Valencia Drive
 Fullerton CA, 92833

General Liability Certificates (Consultants and Independent Contractors):

Minimum Required Coverage Amounts:

\$1,000,000 limit per occurrence \$2,000,000 general aggregate

Professional Liability (Errors & Omissions) Policies (if applicable):

Minimum Required Coverage Amounts:

\$1,000,000 limit per occurrence \$2,000,000 general aggregate

Automobile Liability Insurance (Consultants and Independent Contractors):

Personal transportation vehicles that are driven onto and parked on school property

California State minimum requirements for private passenger vehicles:

\$15,000 injury/death to one person \$30,000 injury/death to more than one person

\$5,000 damage to property

Commercial vehicles that are used to provide services (construction, food service, etc.)

Minimum Required Coverage Amounts:

\$1,000,000 limit per occurrence

Workers' Compensation Insurance

Proof of Workers' Compensation is required if the vendor has employees.

Abuse & Molestation Liability (If working directly with children)

The Certificate of Insurance must include coverage for molestation and sexual abuse.

Minimum Required Coverage Amounts:

\$3,000,000 per occurrence \$6,000,000 aggregate

Note: Depending on the job or project, the District may require additional coverage and/or may increase the minimum amount of coverage required.

**** Insurance certificates must be submitted prior to commencement of any work ****

Exhibit A- Sample Page



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agency Manager 2500 Bond Street University Park, IL, 60466	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Contractor/ Consultant/ Vendor Name 1234 Big Street Town, CA 92806	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			ABC12345	06/12/2024	06/12/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 OTHER: \$
<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY			ABC12345	06/12/2024	06/12/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<input checked="" type="checkbox"/>	UMBRELLA LIAB EXCESS LIAB			ABC12345	06/12/2024	06/12/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 DED RETENTION \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Sexual Abuse & Molestation			ABC12345	06/12/2024	06/12/2025	EACH OCCURRENCE \$3,000,000 AGGREGATE \$6,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Fullerton School District 1401 W. Valencia Drive Fullerton CA, 92833	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Exhibit B
Non-Collusion Declaration (ALL Vendors)

The undersigned declares:

I am the _____(Title) of _____(Company Name), the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____(Date), _____(City), _____(State).

Signature: _____

Typed Name: _____

Exhibit C

Program Integration & Collaboration Questionnaire – Full Program Support

Vendors must provide concise but thorough responses to the following questions. Responses should include specific examples and/ or prior experience where applicable.

1. Integration Plan

Describe your plan for fully integrating into the District's existing Expanded Learning Programs.

- How will your staff align with Site Leadership and District Administration?
- How will your program become part of the overall program culture rather than operate independently?

2. Collaboration with Site Leadership

Explain how your staffing model supports collaboration with Expanded Learning Coordinators and District Leadership.

- Describe how roles and responsibilities will be clearly defined.
- Provide an example of how your organization has successfully partnered with Schools or District Leadership in the past.

3. Communication Practices

Describe the systems and structures you will use to ensure open communication and ongoing dialogue.

- How will you handle feedback, problem-solving, and conflict resolution?
- How will your organization ensure responsiveness to District direction and site needs?

4. Participation & Professional Engagement

Confirm your organization's commitment to:

- Attending required staff meetings
- Participating in District professional development
- Engaging in collaborative planning sessions

Provide examples of prior participation in similar structures.

5. Alignment with District Protocols

Describe how your organization ensures adherence to District policies, procedures, and protocols.

- How do you ensure staff understand and follow District expectations?
- Provide an example of a time when your organization adapted to District-directed changes or leadership decisions.

6. Flexibility & Responsiveness

Integration requires flexibility. Describe how your organization will remain responsive when program needs shift (e.g., enrollment changes, schedule adjustments, staffing modifications, or strategic priorities).

Exhibit D

Staffing Plan & Coverage Commitment Questionnaire and Certification – Full Program Support

Vendors must provide clear and detailed responses to the following:

1. Staffing Guarantee

Explain how your organization will ensure that the number of staff requested by the District is fully staffed beginning on the first day of service and maintained throughout the entire contract term.

2. Daily Coverage Commitment

Are you able to staff every scheduled program day without interruption?

- Yes
- No

If no, please explain.

3. Contingency & Substitute Plan

Do you have a formal substitute or contingency staffing system in place?

- Yes
- No

If yes, describe in detail:

- How substitutes are recruited, screened, and trained
- How same-day absences are covered
- How long-term vacancies are filled
- The average response time to fill an unexpected absence

If no, explain how staffing coverage will be maintained.

4. Staffing Challenges & Contract History

Within the past five (5) years:

a. Have you ever been unable to fully staff a contracted program?

- Yes
- No

If yes, explain the circumstances and resolution.

b. Have you ever been asked to terminate, reduce, or not renew a contract due to staffing or performance concerns?

- Yes
- No

If yes, provide details and outcomes.

Certification of Commitment

By initialing below, the Vendor certifies and agrees to the following:

_____ The Vendor guarantees that it will provide and maintain the number of staff required by the District beginning on the first day of service and continuing without interruption throughout the entire contract term.

_____ The Vendor understands that failure to meet agreed-upon staffing levels at any time during the contract period may be considered a material breach of contract and may result in termination of services.

Exhibit E
Proposed Fee Worksheet – Full Program Support

To allow the District to evaluate proposals consistently, all Vendors must complete this worksheet in full. The worksheet may not be modified or reformatted. If additional space is needed, supplemental pages may be attached; however, the original structure must remain intact.

Full After-School Program Staffing (Non-Sports Programming)

This section applies to staffing support for the full duration of the After-School Program, from school dismissal until the end of programming.

Provide fully burdened hourly rates for the following positions:

A. Program Staff (1 Individual Vendor Employee)

Hourly Rate (1 Staff Member):

\$ _____ per hour

B. Program Manager / Lead

Hourly Rate (1 Program Manager/Lead):

\$ _____ per hour

All hourly rates must include the full cost of employment and program delivery.

Cost Certification

By initialing below, the Vendor acknowledges and certifies the following:

_____ I understand that any and all costs associated with obtaining and maintaining insurance coverage that meets the requirements of this RFP are my responsibility and have been factored into the rates provided above.

_____ I understand that all costs related to fingerprinting, Mandated Reporter Training, health screenings, CPR and First Aid certification, and any other required compliance measures are my responsibility and have been factored into the rates provided above.

_____ I understand that, if selected, I will not be submitted for Board Approval to begin services in August 2026 until all required insurance documentation has been provided and approved by the District.

**Exhibit F
Proposed Fee Worksheet – Sports League Coaches**

To allow the District to evaluate proposals consistently, all Vendors must complete this worksheet in full. The worksheet may not be modified or reformatted. If additional space is needed, supplemental pages may be attached; however, the original structure must remain intact.

Sports League Coaching (Wednesday Sessions Only)

This Exhibit applies **only to Sports League Coaches** providing coaching services.

Definition of a Session

- A session is a **3-hour block of time on Wednesday**.
- One (1) Coach serves approximately **20–25 students**.
The total session cost must include all associated costs.

A. Hourly Rate – Sports League Coach

Cost per Hour (1 Coach):

\$ _____

B. Total Cost – 3-Hour Coaching Session

Description	Amount
Hourly Rate	\$ _____
Number of Hours	3
Total 3- Hour Session Cost	\$ _____

Cost Certification

By initialing below, the Vendor acknowledges and certifies the following:

_____ I understand that any and all costs associated with obtaining and maintaining insurance coverage that meets the requirements of this RFP are my responsibility and have been factored into the rates provided above.

_____ I understand that all costs related to fingerprinting, Mandated Reporter Training, health screenings, CPR and First Aid certification, and any other required compliance measures are my responsibility and have been factored into the rates provided above.

_____ I understand that, if selected, I will not be submitted for Board Approval to begin services in August 2026 until all required insurance documentation has been provided and approved by the District.

Exhibit G

Coaching Qualifications & Experience Questionnaire – Sports League Coaches

Vendors must provide clear, concise, and thorough responses to the following questions. Responses should include specific examples and prior experience where applicable. Attach supporting documents to Exhibits if further explanation is needed.

1. Coaching Experience in Youth Sports

- a. Describe your organization's experience providing youth sports coaching services (Flag Football, Soccer, Basketball, or similar).
- b. Provide examples of school districts, leagues, or organizations served.

2. Experience Working with Elementary-Aged Students

- a. Describe your experience working specifically with elementary-aged students (TK–6).
- b. Explain how coaching strategies are adapted for younger students versus older youth.
- c. Provide an example of a successful elementary sports program you have implemented.

3. Positive Behavior Management & Sportsmanship

- a. Describe your approach to promoting positive behavior, teamwork, and sportsmanship.
- b. Explain how coaches address behavioral challenges during practices or games.
- c. Describe how your organization reinforces inclusion, respect, and fair play.

4. Skill Development & Student Engagement

- a. Describe how coaching sessions are structured to promote skill development and preparation for league games.
- b. Provide a sample outline of a typical practice session (may attach separately).

5. Staff Supervision & Communication

- a. Describe your structure for Program Organization (coaches, lead coach, program manager, etc.)
- b. Explain how performance expectations are communicated to Coaches.
- c. Explain how concerns, feedback, or performance issues are addressed and communicated between your organization and the Site/ District.

6. Quality Assurance & Coaching Consistency

- a. Explain how you ensure consistent coaching quality across sites.
- b. Describe any training, onboarding, or professional development required for Coaches.
- c. How do you fill coach absences?

Exhibit H
Student Safety & Risk Management Questionnaire – Sports League Coaches

Student safety is a top priority of the District. Vendors must provide detailed, structured responses describing documented systems and procedures. General statements of intent are not sufficient. Vendors may attach supporting documentation (policies, forms, manuals, etc.) to strengthen responses.

1. Supervision & Monitoring Procedures

- a. State your standard student-to-staff supervision ratios.

2. Injury Response & First Aid Protocols

- a. Describe your procedures for responding to student injuries (minor and major).
- b. Describe how incidents/injuries are documented.
- c. Explain how Site staff are notified of incidents/injuries.

3. Emergency Procedures & Communication Chain

- a. Describe your emergency response procedures (e.g., medical emergency, missing student, facility emergency).
- b. Provide your communication chain for reporting incidents to:
 - o Site administration
 - o District leadership
- c. Describe how emergency drills or preparedness training is conducted for staff.

4. Inclusion & Student Accommodations

- a. Describe how your program includes students requiring accommodations.
- b. Explain how coaches are informed of and trained to implement student accommodations.
- c. Describe collaboration with site staff regarding student support needs.

5. Team Safety, Sportsmanship & Prevention of Aggressive Play

- a. Describe how coaches promote teamwork and respect.
- b. Explain proactive strategies used to prevent unsafe or overly aggressive behavior during practices and games.
- c. Explain how sportsmanship expectations are communicated to students and reinforced throughout the season.

Exhibit I
Rubric for Full Program Support

Criteria: Fees (40 Points Maximum)

40 Points – Exceeds Expectations

Per staff hourly rate falls within \$0–\$40.

20 Points – Partially Meets Expectations

Per staff hourly rate falls within \$41-50.

0 Points – Does Not Meet Expectations

Per staff hourly rate falls within \$50 or above.

Criteria: Program Integration & Alignment (25 Points Maximum)

25 Points – Exceeds Expectations

Provides a clear, detailed, and actionable plan that fully addresses Integration into existing Expanded Learning Programs, Collaboration with Site Leadership and District Administration, Defined roles and staffing alignment, Communication systems and conflict resolution practices, Participation in meetings, professional development, and planning, Adherence to District protocols and demonstrated flexibility, and includes specific examples, identifies student capacity and staffing model, and provides supporting documentation.

15 Points – Meets Expectations

Provides a general integration plan addressing most required areas, including collaboration and alignment with District goals. Responses demonstrate intent to integrate but lack detailed examples, clarity, or specificity.

5 Points – Partially Meets Expectations

Provides limited or unclear responses regarding integration, collaboration, communication practices, or alignment with District expectations. Lacks detail, examples, or clearly defined staffing structures.

0 Points – Does Not Meet Expectations

Fails to provide a viable integration plan or sufficiently address Exhibit C requirements. Demonstrates little or no alignment with District Expanded Learning Programs.

Criteria: Employee Qualifications & Compliance (20 Points Maximum)

20 Points – Exceeds Expectations

All staff meet or exceed preferred qualifications (minimum two years related experience preferred). All required clearances and certifications are completed prior to assignment: Livescan/fingerprint clearance, CPR/First Aid certification, negative TB test, and Mandated Reporter training. Ongoing professional development is provided.

15 Points – Meets Expectations

Staff meet minimum qualifications (approximately one year experience). All required clearances and certifications are completed.

5 Points – Partially Meets Expectations

Staff are 18 years or older with limited experience and only partial documentation of required clearances.

0 Points – Does Not Meet Expectations

Staff do not meet qualifications or required compliance standards.

Criteria: Staffing Plan & Coverage Commitment (15 Points Maximum)

15 Points – Exceeds Expectations

Clearly guarantees full staffing from day one through the contract term and confirms ability to staff every scheduled day. Provides a detailed substitute and contingency plan (including same-day coverage and vacancy procedures), addresses past staffing history, and fully certifies commitment to District terms.

10 Points – Meets Expectations

Commits to requested staffing levels and daily coverage with a general substitute or contingency plan. Provides limited detail regarding coverage procedures or past staffing performance.

5 Points – Partially Meets Expectations

Provides general staffing assurances but lacks a clear guarantee of uninterrupted coverage or sufficient detail regarding contingency planning.

0 Points – Does Not Meet Expectations

Does not guarantee required staffing levels, fails to demonstrate daily coverage, or does not certify commitment to District requirements.

Exhibit J
Rubric for Sports League Management

Criteria: Fees (50 Points Maximum)

40 Points – Exceeds Expectations

Cost of League Management falls within \$10,000– \$12,000. The proposal demonstrates strong cost efficiency and full scope coverage.

30 Points – Meets Expectations

Cost of League Management falls within \$12,001– \$13,000. Cost is reasonable and generally aligned with District expectations, with full scope of services included.

20 Points – Partially Meets Expectations

Cost of League Management falls within \$13,001– \$14,000. Cost exceeds the District’s target and may require justification for value.

0 Points – Does Not Meet Expectations

Per staff hourly rate is \$14,001 or above. Proposal is incomplete, unclear, or does not include the full scope of required services.

Criteria: League Organization, Game Logistics, & Meetings (25 Points)

25 Points – Exceeds Expectations

Provides a comprehensive and well-structured league management plan for all three sports (flag football, soccer, basketball). Clearly outlines established rules, scheduling processes, game logistics, field/court setup, safety procedures, and structured coordination meetings with District staff. Demonstrates strong experience managing multi-sport youth leagues.

15 Points – Meets Expectations

Provides a clear league management plan covering most required elements. Includes rules and general logistics but lacks detail in meetings, coordination procedures, or sport-specific operations.

10 Points – Partially Meets Expectations

Provides a limited or general description of league organization and logistics. Operational processes, coordination meetings, or sport-specific planning are insufficiently detailed.

0 Points – Does Not Meet Expectations

Fails to provide a viable plan for league management and logistics.

Criteria: Referee Coordination & Staffing (25 Points)

25 Points – Exceeds Expectations

Demonstrates a clear and reliable plan to recruit, assign, and manage approximately 37–40 qualified referees across all sports. Includes referee training, certification standards, scheduling systems, contingency coverage for absences, and quality control measures.

15 Points – Meets Expectations

Provides a reasonable plan to supply referees for all sports but lacks detail regarding training standards, backup coverage, or management systems.

10 Points – Partially Meets Expectations

Provides limited detail on referee recruitment or scheduling. Coverage reliability and contingency planning are unclear.

0 Points – Does Not Meet Expectations

Fails to demonstrate the ability to supply sufficient referees for league operations

Exhibit K Rubric for Sports League Coaches

Criteria: Fees (40 Points Maximum)

40 Points – Exceeds Expectations

Per staff hourly rate falls within \$0–\$125.

30 Points – Meets Expectations

Per staff hourly rate falls within \$126–\$140.

20 Points – Partially Meets Expectations

Per staff hourly rate falls within \$141–\$150.

0 Points – Does Not Meet Expectations

Per staff hourly rate is \$151 or above.

Criteria: Coaching Qualifications & Experience (35 Points)

35 Points – Exceeds Expectations

Coaches demonstrate strong experience in youth sports coaching and positive youth development. Clear understanding of behavior management, sportsmanship, and skill development. All compliance requirements (Livescan, CPR, TB, Mandated Reporter) are completed.

25 Points – Meets Expectations

Coaches have moderate experience in youth sports with general understanding of student supervision and sportsmanship expectations.

15 Points – Partially Meets Expectations

Coaches have limited experience with youth and minimal description of supervision or youth development practices.

0 Points – Does Not Meet Expectations

Coaches do not demonstrate relevant experience or required compliance documentation.

Criteria: Student Safety & Risk Management (25 Points)

25 Points – Exceeds Expectations

Detailed policies and procedures for supervision, injury response, inclusion of students with accommodations, emergency protocols, and documented sign-in/sign-out procedures. Clear communication chain for incidents.

10 Points – Partially Meets Expectations

Safety procedures are described but lack specificity or documentation protocols.

0 Points – Does Not Meet Expectations

Limited or no safety procedures provided.