Travis Unified School District

Reaching beyond the boundaries to build a community of learners

PURCHASING DEPARTMENT
2751 De Ronde Drive, Fairfield, CA 94533

REQUEST FOR

PROPOSAL #2026-03

2026-27 EXPANDED LEARNING PROGRAM SERVICES

FOR

Travis Unified School District

DATE DUE: March 31st at 10:00am

NOTICE OF REQUEST FOR PROPOSALS RFP #2026-03

2026-27 EXPANDED LEARNING PROGRAM SERVICES FOR TRAVIS UNIFIED SCHOOL DISTRICT

The Travis Unified School District ("District") invites qualified firms, partnerships, corporations, associations, individuals, or professional organizations ("Firm(s)") to submit proposals in response to RFP #2026-03: Expanded Learning Programs. **This RFP specifically seeks providers to operate programs within Travis Unified School District.** Respondents may be selected to form a pool of providers under this solicitation.

RFP documents and specifications will be available March 17th and may be reviewed and/or downloaded from the Travis Unified School District Website at: https://www.travisusd.org/departments/educational-services-new/rfps-bids.

Interested companies are invited to submit their original Proposals as described below to: **Travis Unified School District, Attn: RFP#2026-03, Purchasing Department, 2751 De Ronde Dr, Fairfield, CA 94533**. Facsimile (Fax) and digital copies of proposals will NOT be accepted.

This is a formal request for RFPs, but it is not an offer by the District to contract with any firm responding to this RFP. The District seeks to work with contractors that will collaborate with us to meet its needs to **provide expanded learning program services for Travis Unified School District.**

Sealed Proposals must be received by 10:00 a.m. on Tuesday, March 31st. The district will not accept submittals received after this date and time. There will be no public RFP response opening on this RFP.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine compliance issues and whether a respondent is responsive, responsible and qualified.

Publication: **Vacaville Reporter 03/17/26 & 03/24/26**

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SECTION 1
GENERAL INFORMATION

1.1 Purpose

The purpose of this RFP is to identify and select qualified providers to deliver high-quality Expanded Learning Opportunities Programs (ELOP) at operate programs at eligible sites within Travis Unified School District. Selected providers will partner with the District to ensure consistent, student-centered services that are compliant with all program requirements of ELOP, including programming that supports academic growth, social-emotional development, and stability for students within the Travis Unified community.

1.2 Objective

The objective is to enter into contracts with the selected Contractors to provide Expanded Learning Opportunities Program Contract Services as identified by the Assistant Superintendent of Educational Services.

1.3 Method of Source Selection

Any questions regarding this bid should be submitted in writing either **by email** on company letterhead or company email to: **Nicholas Girimonte, Assistant Superintendent of Educational Services, at ngirimonte@travisusd.org, no later than 10:00 am on March 25th, 2026**. All questions will be answered, and copies of both the questions and answers will be posted to the District's designated web site for this Request for Proposal. An addendum to this bid may be issued if additional clarifications or information are necessary.

Failure of any bidder to receive or examine any form, instrument, addendum, or other bid document shall not relieve any bidder from any obligation with respect to his bid or to the contract. Submitting a bid shall be taken as conclusive evidence of compliance with this condition. Failure to meet this condition may result in rejection of any bid offered.

Projected Timetable

RFP/P Posting on District Website	Tuesday, March 17th 2026
First Advertising Run Date	Tuesday, March 17th 2026
Second Advertising Run Date	Tuesday, March 24th 2026
Final Question Submission Deadline by 10:00am	Wednesday, March 25th 2026
Question and Answer Posting Response by 3:00pm	Thursday, March 26th 2026
RFP/P Responses DUE by 10:00 am	Tuesday, March 31at 2026
Anticipated Board Approval	Tuesday, May 12th 2026

The District must obtain approval from Travis Unified School District Board of Trustees to enter into a contract or agreement with the Contractors for this project. The anticipated contract award date is May 12th, 2026

Term of the Contract: July 1st 2026- June 30th 2027, with two one-year options to renew, 2027-2028 and 2028-29 for a maximum of three years.

SECTION 2
OVERVIEW OF TRAVIS UNIFIED SCHOOL DISTRICT, EXPANDED LEARNING PROGRAMS

2.1 General Overview of TUSD

TUSD Unified School District (TUSD), a TK-12 district located in Solano County, California, is honored to serve more than 5,400 students at one of more than 8 school sites. Travis Unified School District spans approximately 67 square miles and is anchored in the three communities of Fairfield, Vacaville, and Travis Air Force Base. With a strong connection to the military, the district is proud to support a large population of military-connected children whose families bring unique perspectives and resilience to our schools. As part of this diverse and vibrant region, Travis USD remains committed to providing stability, opportunity, and academic excellence for all students.

Student Diversity: Hispanic 28.7%, White 24.4%, African American 12.8%, Filipino 11.3% Asian 4.9%, Pacific Islander .6%, American Indian/Alaskan Native .2%, two or more races 15.1%,

District Schools:

Comprehensive High Schools – 1

Alternative Schools and Programs -1

Middle Schools – 1

Elementary Schools – 5

Learn more about us at www.travisusd.org.

TUSD EXPANDED LEARNING OPPORTUNITIES PROGRAM

TUSD has an increased need for Expanded Learning Opportunities Program contract providers to support the changing and diverse needs of our students and their parents/guardians.

2.2 Overview of Travis Unified School District (TUSD) Expanded Learning Programs:

2.3 Program Overview

Travis Unified School District is expanding its Expanded Learning Opportunities Program (ELOP) to serve students in grades **TK–6th** at Cambridge Elementary, Center Elementary, Foxboro Elementary, Travis Elementary, Scandia Elementary and Golden West Middle School (6th grade only)

The program operates **Monday through Friday until 5:00 p.m.** on all instructional days. Combined with the regular instructional day, this provides a minimum of nine hours of student support daily**,** in compliance with state ELOP requirements. Over the course of a school year, this equates to approximately 540 additional hours of learning time, which is equivalent to about 90 additional school days of instruction and enrichment beyond the traditional school day.

The District also provides at least 30 days of programming during non-school days (e.g., summer and intersession), ensuring consistent access to enrichment and academic support year-round.

Participation in the program is offered at no cost to students identified as part of the District's unduplicated pupil population (low-income, English learners, and foster youth).

Student Demographics and Impact

Travis Unified School District operates five elementary schools serving students across multiple locations: Travis Elementary and Scandia Elementary, located directly on Travis Air Force Base; Center Elementary, serving families in Fairfield; and Cambridge Elementary and Foxboro Elementary, serving families in southern Vacaville. These schools collectively serve a diverse elementary population, including a significant proportion of military-connected children particularly concentrated at the on-base schools. These students face distinctive challenges including frequent relocations, family separations due to deployment, and disruptions to academic continuity**.**

ELOP programs provide stability, structure, and enrichment opportunities that strengthen student engagement and family support within the school community. By focusing on military-connected youth, the program helps reduce achievement gaps, supports social-emotional resilience, and fosters connections for students adjusting to transitions.

Priority enrollment is given to students experiencing homelessness, foster youth, English Learners, and students eligible for free or reduced-price meals. Student eligibility for priority enrollment will be updated throughout the year as determined by individual family circumstances.

Program Alignment with ELOP Requirements

The Travis USD Expanded Learning Opportunities Program is designed to meet all statutory requirements outlined in Education Code 46120, including:

1. **Hours of Operation**
   - Programs must operate from 2:25 to5pm on regular school days, from 1:25-5:00 on Common Planning Days (these occur most Wednesdays), and from 12:00-5:00 on Minimum Days. During intercession and summer programming, the program will be open from 8:00-5:00, or nine hours per.
   - Intersession dates for 26-27 are as follows:
     1. **November 23rd & November 24th (2 days)**
     2. **February 16th-19th (4 days)**
     3. **March 29th-April 2nd (5 days)**
     4. **April 30th (1 day)**
     5. **June 4th-June 30th (18 days) June 18th non in session for observance of Juneteenth**
2. **Program Elements**
   - **Academic Support:** Homework help, small-group tutoring, literacy/math intervention, and alignment with the core instructional day.
   - **Enrichment Activities:** Arts, music, STEM, hands-on projects, leadership development, and opportunities for creative expression.
   - **Physical Activity & Wellness:** Daily structured recreation and movement activities to promote health and wellness.
   - **Social-Emotional Learning:** Activities and supports that build resilience, self-regulation, teamwork, and problem-solving.
3. **Equity & Access**
   - No cost for unduplicated pupils.
   - Open enrollment with priority given to homeless youth, foster youth, English Learners and students eligible for free or reduced-price meals**.**
   - Continuous monitoring of enrollment and eligibility to ensure compliance with equity goals.

As outlined in TUSD's Local Control Accountability Plan (LCAP), the district's goals are:

Goal 1: Focus on instructional and institutional excellence and innovation to promote equity for all, close the achievement gap, and improve student learning in preparation for opportunities beyond high school including college and career.

Goal 2: Promote student well-being and a positive school culture and climate by delivering effective socioemotional supports and behavioral interventions that create engaging and safe learning environments for all.

Goal 3: Strengthen open and meaningful communication throughout the community, particularly partnering with parents and guardians in their child's education.

SECTION 3 SCOPE

Introduction:

Travis Unified School District (hereafter the District) seeks qualified Contractors who will work with the Assistant Superintendent of Educational Services to develop robust and engaging activities for our Expanded Learning Opportunities Program.

Scope of Work:

The District is currently seeking to procure Contractors who shall provide expanded learning services in designing, planning, coordinating, and operating an effective, compliant, and high-quality after- school and intercession/summer program.

The key elements in this RFP include Program

Scope:

- **Elementary:** Program to serve TK-5 students, 180 school days and 30 identified intercession/summer days. On regular school days, the program will run from 2:25pm to 5:00pm, on Wednesdays from 1:25-5:00, and on Minimum Days from 12:00-5:00M. On intercession/summer days the program will run from 8:00am-5:00pm.

- **Middle School:** Program to serve 6th grade students, 180 school days and 30 identified intercession/summer days. On regular school days, the program will run from 3:00pm to 6:15 pm, on Wednesdays from 9:00-10:15 AM and from 3:00-6:15 PM, and on Minimum Days from 1:10-6:15. On intercession/summer days the program will run from 8:00am-5:00pm.

- **Provide educational and enrichment opportunities.**

Collaborative Approach between District and Lead Agency(s):

- If TUSD selects to collaborate with multiple agencies, clear communication and coordination will be key to ensure that agencies are aligned regarding district goals, responsibilities, and protocols.
- As the program will be at schools on a United States Military Installation, collaboration with Travis Air Force Base leadership may be required from time-to-time.

3.1 OPERATIONAL OVERSIGHT

The District's Expanded Learning Opportunity Program's goals align with grant requirements. The grants provide guidelines for a comprehensive expanded learning program during the school year, intersession days, and summer program. The program consists of a balance of academic and enrichment activities, including daily physical activity components. The funds cannot be used to supplant school-day activities.

To meet Expanded Learning Opportunity Program (ELOP) Funding Requirements:

- Programs must operate hours that, combined with the school day instructional program, equal a minimum of 9 continuous hours on every regular instructional day. (School day hours count toward the 9 hours)
- Support TK-6th grade students
- Provide a program for 180 school days & 30 intersessions/summer days
- Must offer the program to all unduplicated TK-6 grade students
- ELOP funding cannot be used to provide school-day support (CDE Guidance)
- The legislation establishing the ELOP intends for Local Educational Agencies to offer all unduplicated pupils in classroom-based instructional programs access to comprehensive after-school and intercession/summer expanded learning opportunities. As defined in Section 42238.02, unduplicated pupils are given first-priority enrollment in the ELO Program.

Additional Program Requirements:

- Expanded Learning Contractors and school sites are expected to implement reasonable accommodations under Section 504 of the Americans with Disability Act to support TUSD's students with disabilities. The standard for reasonableness must be determined on a case-by-case basis and aligned with TUSD Expanded Learning Reasonable Accommodations (TUSD Special outlines the process.
- The Contractors must adhere to and align with all Travis Unified School District (TUSD) safety policies and procedures. This includes timely submission of paperwork for Contractor's staff to apply for access to Travis Air Force Base.
- The Contractors must utilize TUSD's Child Nutrition meal program to provide breakfast and lunch during intercession dates. Follow all Food Service protocols and guidelines and complete all related paperwork accurately and in a timely manner, as required by the federal meal program and TUSD.
- All foods used in the program, including those used for cooking classes, must meet the nutrition standards in the District's Wellness Policy and Nutrition Guidelines. Food

Products shall be free of prohibited additives. Sugar-sweetened beverages shall not be sold or served by Contractors to TUSD students, staff, or families at any time on district property.

- The Contractors must provide required documentation to the District upon request for evaluation, audit, program monitoring, Categorical Program Monitoring (CPM) and/or other review processes.
- The Contractors shall not use confidential student data for any purpose other than providing services to the District pursuant to this Agreement.

3.2 ENROLLMENT AND ATTENDANCE: Approved Contractors must be familiar with CDE guidelines of ELOP Programs when working with a unique population defined as foster youth, McKinney-Vento, Multilingual Learner, and students that qualify with free-reduced lunch status. Contractors must prioritize enrollment for any child that is homeless, defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec.1143a), newcomers (refugee, asylee, and unaccompanied minor), or if the child is in foster care.

Contractors will work with the District to align and follow TUSD ELOP enrollment policies, which include, but are not limited to, enrollment priorities, application process, acceptance notification, waitlist procedures, behavior guidelines, parental expectations, student expectations, and procedure for removing students from expanded learning programs.

Contractors must provide the written enrollment policy to all families who apply for the program.

- The District has identified Expanded Learning Program Enrollment Criteria and priority for determining student enrollment.
- The intent of the legislation in establishing the ELOP is for Local Educational Agencies to offer all unduplicated pupils in classroom-based instructional programs access to comprehensive after school and intersessional expanded learning opportunities. First priority enrollment is given to students who are identified by the program as unhoused youth and students who are identified by the program as being in foster care. (EC sections 8483(c)(1)(A), 8483.1(d)(1)(A)) followed by unduplicated students

Enrollment Reports:

- Contractors will provide the District quarterly reports showing that the program was offered to all unduplicated pupils. The report shall document the outreach conducted using culturally and linguistically appropriate communication channels. Examples include, but are not limited to, the website, email communication, handouts, announcements, etc.

Attendance Expectations:

Contractors must be aware of all required attendance submission protocol and procedures to ensure good standing status with the District and CDE. All attendance documentation shall be monitored and managed for accuracy by the Contractors, Site Coordinator, and occasional audit requests by the District and CDE. This includes accurate completion and daily maintenance of student sign in/out sheets, and monthly submission of scanned electronic attendance records to the TUSD Educational Services Department. Contractors are also responsible for conducting internal audits of attendance records to ensure that program sites maintain accurate, verifiable data on student attendance. All program records must be maintained for five years for auditing purposes.

Attendance Reports:

- Attendance Reports. Attendance Reports: Contractors will take and maintain attendance using an agreed upon method, and which meets the standards established by TUSD and ELOP. Attendance reports will be delivered to the Educational Services Department monthly.
- Accuracy. Contractors must ensure the accuracy of all attendance data submitted. They may be held liable for any attendance errors and/or discrepancies that result in monies returned or paid back to the District and/or the California Department of Education.

3.3 STAFFING

- The Contractors must ensure that all staff members directly supervising pupils meet the minimum Proposal district requirements for an instructional aide, pursuant to the district's policies
- The student-to-staff ratio must not exceed twenty-to-one (20:1) for Grades 1st - 5th students; except that ELOP programs serving transitional kindergarten and/or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1 (10:1).
- The Contractors and any subcontractors must comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code sections 11164 – 11174.
- The Contractors may need to participate in technical assistance, training, orientation, monthly meetings, and other support and resource development activities provided by the District and collaborative partners in program planning, implementation, and evaluation.
  Administrators to ensure collaboration with the school's programs. The Contractors understand and agree to participate in all meetings facilitated by the District to address program success, areas of concern, contractual issues, and general troubleshooting. (EC 8483.3(c)(4)).
- The contractors are responsible for hiring, retaining, and providing professional development opportunities for qualified staff to provide services to TUSD students in a

culturally and linguistically competent and age-appropriate manner, focusing on youth development strategies.

- In order to access Travis Air Force Base, all Contracted employees must meet the standards established by TAFB Security Forces. A complete list of reasons for which an applicant may be denied access can be found in Appendix X of this RFP. It is the Contractors responsibility to secure employees who meet these established standards.

3.4 DOCUMENTATION, EVALUATION, AND MONITORING

The Contractors are expected to provide TUSD with the required documentation upon request for evaluation, audit, investigations, program monitoring, Categorical Program Monitoring (CPM), or other review processes.

Data Collection and Analysis:

Work with the District to collect and analyze data on student enrollment, attendance, academic performance, student satisfaction, and parent satisfaction. The Contractors will conduct such data collection and analysis activities in conformity with this Agreement. The Contractors shall only access and use confidential student information for performing duties on behalf of TUSD under this Agreement, or with prior written parent consent, or other provision of federal and state law permitting access to confidential student information. The Contractors shall not use confidential student data for any purpose other than providing services to the District pursuant to this Agreement.

Accountability and Monitoring

The Contractors will meet quarterly with District leadership to discuss the program's progress.

Accountability and Monitoring Documents:

The Contractors will provide to the District the requested program accountability documents and reports, including, but not limited to:

- Financial reports
- Documentary evidence that any staff who will directly supervise pupils meets the instructional aide Proposal pursuant to the Education Code.
- Additional reports and documentation for monitoring purposes.
- All records, including attendance, hard copies, payroll, and financial documents, must be maintained by the Contractors and made available for District review for five (5) years.

Invoicing:

The Contractors will abide by fiscal CDE and District Guidelines to submit monthly invoices that include but are not limited to:

- Total number of students served for the month
- Cost per student for the month.

3.5 PROGRAMMATIC OVERSIGHT

The District's ELOP aims to support student success in school through academic support, social-emotional development, and educational enrichment. Collaboration among the district, school site administrator, and Contractors is integral to developing an effective expanded learning program aligned with the district's LCAP.

The District's ELOP must include the following program components:

- Educational and literacy elements must provide tutoring and/or homework assistance to help students meet state standards in one or more core academic subjects: reading/language arts, mathematics, history, and social studies.
- Educational enrichment elements may include but are not limited to positive youth development strategies, recreation, and prevention activities. Such activities involve the visual and performing arts, music, STEM, physical activity, health/nutrition promotion, general recreation, career awareness and work preparation, community service-learning, and other youth development and leadership activities based on student needs and interests. Enrichment activities may be designed to enhance the core curriculum.
- Physical and health activity element.
- Programs must operate from 2:25 to5pm on regular school days, from 1:25-5:00 on Common Planning Days (these occur most Wednesdays), and from 12:00-5:00 on Minimum Days. During intercession and summer programming, the program will be open from 8:00-5:00, or nine hours per day.
- The Contractors will provide program components that align with and coordinate with the School's Plan for Student Achievement (SPSA).
- The Contractors will collaborate with the District and other outside agencies/service providers to implement supplemental services for students in math, literacy, sports, and other enrichment opportunities to be determined.

Please note that the list of operational and programmatic compliance requirements above is not exhaustive. The Contractors are expected to know and comply with these and other district, state, and federal requirements not listed here, including but not limited to state and federal laws and requirements outlined in the District Board policies. The Contractors selected to serve a school site must sign the District Independent Services Contract and Exhibit A and be approved by the TUSD Governing Board.

Organizations that apply to be contractors must comply with all requirements outlined in the Contract, Exhibit A, and this RFP. For example, while a copy of the organization's current insurance coverage is required with this application, should the organization be chosen, it must attain the level of insurance outlined in the contract.

SECTION 4 EVALUATION AND SELECTION

4.0 Submittal Format, Content, and Submission

Proposers shall abide by these format, content, and submission requirements and procedures. The District reserves the right to reject any Submittals that fail to meet these requirements and procedures.

4.1 Submittal Format

Proposers shall use only prescribed forms contained in section 4.2.2 of this RFP. Proposers may copy the forms for use in their submission, but substituted forms or formats are unacceptable.

4.2 Submittal Content

Proposers shall provide the information requested below through the linked form in section 4.2.2 Submittal Submission. This should include information that demonstrates that the Proposer meets the Scope of work requirements specified in Section 3.0 above.

Any material that a Proposer considers as confidential but does not meet the disclosure exemption requirements of applicable public disclosure laws, including but not limited to the California Public Records Act, should not be included in the Proposer's response, as it may be subject to disclosure and made available to the public. By submitting materials in response to this RFP, Proposers are (1) consenting to the release of such materials by the District if requested under any applicable public disclosure laws without further notice to them and (2) agreeing to indemnify and hold the District harmless for such release of the materials.

4.2.1 Minimum Qualifications

Proposers should review the ***Minimum Qualifications, Section A***. Any Submittal that fails to demonstrate that the proposing agency meets these minimum requirements as outlined therein will be considered non-responsive and will not be eligible for review for possible award of this RFP.

4.2.2 Submittal Submission

Responses to this RFP must be submitted as stated below to the following address no later than 10:00 a.m., on March 31st. Facsimile (Fax) and digital copies of proposals will NOT be accepted.

- Delivered to:
  Travis Unified School District
  Purchasing Dept
  Attn: RFP # 2026-03
  2751 De Ronde Dr
  Fairfield, CA 94533

- Copies. **One original, one copy, and digital copy on USB stick** must be submitted on or before the Submittal Deadline. Consultants shall submit one (1) original proposal marked "MASTER" all required identical copies. Envelopes containing the original and the copies should be sealed and marked with "**RFP 2026-03**".
- Discrepancies. If discrepancies are found between the copies, or between the original and copy or copies, the original "MASTER" will provide the basis for resolving such discrepancies. If one document is not clearly marked "MASTER", Travis Unified School District reserves the right to use the original as the Master.

4.3 District's Evaluation / Selection Process

4.3.1 Overall Evaluation Process

This section describes the District's criteria for analyzing and evaluating the Submittals. It is the District's intent to create a prequalified pool of potential service providers capable of delivering the best overall service packages to meet the District's program standards. The District will select agencies from the prequalified pool to enter into negotiations for the award of contract(s). Proposers should note that being added to the prequalified list does not guarantee a contract award and that being selected for a contract award does not imply acceptance by the District of all the terms of the submittal. The District may negotiate the terms of the submittals prior to finalizing any contract award. This RFP does not in any way limit the District's right to solicit contracts for similar or identical services if, in the District's sole and absolute discretion, it determines the pool of contractors are not fully capable of satisfying its needs.

4.3.2 Evaluation Panel

The District intends to evaluate the Submittals generally in accordance with the criteria detailed below. The District will convene a panel whose membership will include people with knowledge of the services requested through this RFP to review, evaluate and score the Submittals.

4.3.3 Evaluation Phases

The evaluation process will consist of the phases specified below with the following allocation of points:

Evaluation Phase	Maximum Points	Comments
Section A. MINIMUM QUALIFICATIONS AND CONTRACT ACCEPTANCE	Pass/Fail	Must pass to continue to the next phase of evaluation
Section B. ORGANIZATIONAL CAPACITY	50	
Section C. STATEMENT OF EXPERIENCE AND PAST PERFORMANCE	50	
TOTAL	100	

Minimum Qualification (Pass/Fail):

The Submittals will be reviewed by the District staff for minimum qualifications. The evaluation results at this phase shall be based on pass/fail criteria. Only those Submittals that meet the minimum qualifications and contract acceptance will be advanced to the next phases of the evaluation. The District has established the minimum qualifications detailed in Section A as required to participate in this opportunity.

Section A: MINIMUM QUALIFICATIONS

Any submittal that does not demonstrate that the proposer meets these minimum qualifications by the deadline for submittals will be considered non-responsive and will not be eligible for consideration for award of this RFP.

1. 2 years of experience providing Expanded Learning Programs to youth in the TK-12 age range.
2. 2 years of experience hiring, retaining, and providing professional development of appropriately qualified staff to provide services to TUSD students in a culturally, linguistically and age-appropriate manner with a focus on youth development strategies and social-emotional learning.
3. 2 years of experience effectively and consistently engaging a large number of diverse students in high quality expanded learning programs on a school site.
4. 2 years of experience maintaining collaborative relationships with school site leadership in the development and implementation of a quality after school and/or summer program that supports district and school site goals.
5. 2 years of experience partnering with a school community and actively engaging families in support of positive youth outcomes.
6. If offering an after-school program, I agree to operate on an TUSD school site for every instructional day in accordance with hours outlined in the contract.
7. If offering a summer program, I agree to operate on an TUSD school site in accordance with the hours and number of days outlined in the contract.

8. I have reviewed the TUSD sample contract template provided with the Request for Qualifications; if selected as a Lead Agency, I agree to use the contract template provided by TUSD. No redlining of the contract will be accepted.

9. I have reviewed TUSD sample contract template and agree to fulfill all compliance and fiscal policies of the Travis Unified School District and the California Department of Education, including: agency administration manual; fiscal and personnel policies; cost allocation plans, insurance requirements, etc.

10. I have reviewed Denial of Access to Travis Air Force Base (TAFB) Due to Disqualification Criteria located in exhibit A. I acknowledge that access to TAFB is subject to Department of Defense background checks and disqualification criteria and agrees all personal assigned under this contract shall be able to obtain and maintain the necessary clearance for base access. It is the Contractor ‘s responsibility to ensure that any staff who are denied access to TAFB will not be assigned.

Section B: ORGANIZATIONAL CAPACITY - up to fifty (50) points

1. Alignment with District & Program Goals

The extent to which the organization demonstrates capacity to support students through goals and services that are in alignment with Travis Unified School District's goals, the District's LCAP priorities, and the Expanded Learning Opportunities Program's requirements. *Total of up to ten (10) points.*

2. Staffing & Professional Expertise

The extent to which the organization demonstrates its ability to recruit, train, and retain qualified staff who can provide safe, engaging, and effective support for students, including academic, enrichment, and social-emotional services. *Total of up to ten (10) points.*

3. Resource Allocation & Sustainability

The extent to which the organization demonstrates capacity to allocate resources responsibly and sustainably to ensure high-quality program operations that meet the needs of students and comply with state and district requirements. Reasonableness of the proposed per-pupil rates compared to industry standards and available funding. *Total of up to ten (10) points.*

4. Family & Community Engagement

The extent to which the organization engages families, caregivers, and community partners—including those connected to Travis Air Force Base—to support student success, increase access, and strengthen school–community relationships. *Total of up to ten (10) points.*

5. Data Use & Continuous Improvement

The extent to which the organization has systems in place to collect, analyze, and report student data (attendance, academic progress, engagement, SEL) and use this information to continuously improve program quality and student outcomes. *Total of up to ten (10) points.*

Section C: STATEMENT OF EXPERIENCE & PAST PERFORMANCE - up to fifty (50) points

1. The organization's experience in after-school and/or summer programming. *Total of up to twenty (20) points.*
    a. Number of years and list school sites running after school and summer programs;
    b. Enrollment policies;
    c. Parent & family communication;
    d. Programmatic student experience and how your organization partners with students and families to tailor to the needs of the school community;
    e. Outreach for focal populations.

2. The organization's application of youth development and social emotional learning strategies for after school line staff for after school supervisors. *Total of up to fifteen (15) points.*

a. Describe the framework that your agency endorses
b. Describe the training plan and overall follow-up / coaching available to staff
c. Please provide samples of the professional development offered at your agency on this topic.

3. The organization's process to ensure they collaborate with a school site administrator to develop the after-school program plan. *Total of up to fifteen (15) points.*

   a. Showing process of collaborating with a District for after-school and summer programs.

At the conclusion of the evaluation phases, submittals will be evaluated and scored by a selection committee made up of individuals with expertise in Expanded Learning Programs.

4.4 Contract Award

This Request for Proposals (RFP) for Expanded Learning Programs for After-School & Summer Program Lead Agencies will be awarded to one, or possibly a pool of Respondents. The term of the RFP shall be a minimum of one year, maximum 3 years starting July 1st 2026.

The RFP committee will recommend one or more Respondents to the School Board for consideration of award on **May 12th, 2026**

4.5 Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the District in writing, if they discover any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be sent by email to Nick Girimonte at ngirimonte@traviusd.org promptly after discovery, but in no event later than **10:00 A.M. (PST) on March 25th 2026**. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: *RFP #2026-03 ERRORS AND OMISSIONS IN RFP*. Modifications and clarifications will be made by addenda as provided below.

4.6 Questions and Objections Regarding the RFP

Any questions and/or objections concerning the substance of this RFP including the Scope of Work, requirements, and evaluation criteria must be submitted, in writing, via email to Nick Girimonte at ngirimonte@traviusd.org promptly after discovery, but in no event later than **10:00 A.M. (PST) on March 25th 2026.** The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **RFP #2026-03 QUESTIONS** (2026 Expanded Learning Programs).
Proposers who fail to do so will waive all further rights to protest, based on these specifications and requirements.

If necessary, a "Questions and Answers" or Addenda document will be developed from all submitted questions and posted on the **https://www.travisusd.org/departments/educational-services-new/rfps-bids**

It is the responsibility of the Proposer to check the portal for the Questions and Answers document and any addenda.

4.7 Change Notices

The District may modify the RFP, prior to the submittal due date, by issuing an addendum, which will be posted on the https://www.travisusd.org/departments/educational-services-new/rfps-bids. Proposers shall be responsible for ensuring that their submittals reflect any and all RFP addenda issued by the

District prior to the submittal due date regardless of when their submittal is submitted. Therefore, the District recommends that Proposers visit the portal frequently, particularly during the run up to the submittal due date, to determine if they have downloaded any and all addendum/addenda and documents.

4.8 Term of Submittal

Submission of a response to this RFP signifies that the proposed services and fees/cost are valid for 120 calendar days from the submittal due date and that the quoted fees are genuine and not the result of collusion or any other anti-competitive activity.

4.9 Revision of Submittals

A proposer may revise a submittal on the proposer's own initiative at any time before the deadline for submission of submittals. The proposer must submit the revised submittal in the same manner as the original. A revised submittal must be received on or before the submittal due date. In no case will a statement of intent to submit a revised submittal, or commencement of a revision process, extend the submittal due date for any proposer.

At any time during the evaluation process, the District may require a proposer to provide oral or written clarification of its submittal. The District reserves the right to make an award without further clarifications of submittals received.

4.10 Errors and Omissions in Submittals

Failure by the District to object to an error, omission, or deviation in any Submittal will in no way modify the RFP or excuse the proposer from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

4.11 Financial Responsibility

The District accepts no financial responsibility for any costs incurred by any proposer in responding to this RFP. Submissions of the RFP will become the property of the District and may be used by the District in any way deemed appropriate.

4.12 Reservation of Rights by the District

The issuance of this RFP does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, submittal, or submittal procedure.
- Reject any or all submittals.
- Reissue a Request for Submittals.
- Prior to submission deadline for submittals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFP, or the requirements for contents or format of the submittals.
- Procure any materials, equipment or services specified in this RFP by any other means; or
- Determine that no project will be pursued.

4.13 No Waiver

No waiver by the District of any provision of this RFP shall be implied from any failure by the District to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

4.14 PROTEST PROCEDURES

4.14.1 Protest of Non-Responsiveness Determination

Within five (5) working days of the District's issuance of a notice of non-responsiveness, any Proposer who believes that the District has incorrectly determined that its Proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the District on or before the fifth working day following the District's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure, or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the District to determine the validity of the protest.

4.14.2 Delivery of Protests

All protests must be received by their respective due dates. **Protests must be delivered via email to** Nick Girimonte at ngirimonte@traviusd.org. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. **The subject line of the email must state: RFP #2026-03** (2026 Expanded Learning Programs). Protests sent by any means or format other than as specified here or that are not received before their respective due dates will not be considered.

SECTION 5
PROPOSAL FORMAT AND CONTENT

Economy of Preparation:

The submission of proposals should be prepared simply and economically, providing a straightforward and concise explanation of capabilities that will satisfy the Request for Proposals (RFP) requirements. Technical literature, including samples of similar work performed and other service providers' support elements, may be included in an optional volume of the RFP. Emphasis should be placed on the completeness and clarity of content when submitting the RFP. Submission of the RFP should be prepared on standard 8-1/2 x 11 paper and with tabs separating the major sections.

1) **Cover Letter:**
   - Identify core team.
   - Provide name of contact person, phone number, fax number, and email.
   - Summarize consultants' history and projects most relevant to the DISTRICT project.

2) **Table of Contents:**
   - Sections and page numbers for requested information.

3) Executive Summary:

- Responses shall demonstrate how they summarize the consultant's overview of the project and indicate the project's complexity and the consultant's ability to resolve inherent project problems.

4) General Information About Consultant:

Provide general information as called for in the section entitled Instructions to Consultants. References Submit information regarding three (3) comparable Expanded Learning Program Services that the vendor has completed within the last four (4) years. Provide the contact's name, address, telephone number, and contact person for each reference.

5.) Fee Proposal – Per Pupil Rate by Grade

Respondents must provide a detailed **per pupil rate** for services, broken down by grade level (TK-K, 1–3, 4–6, etc.). Rates should reflect the total cost to deliver Expanded Learning Program services, including staffing, supervision, enrichment activities, materials, and administrative overhead.

The proposal should clearly indicate:

- Per pupil rate for **Transitional Kindergarten and Kindergarten**
- Per pupil rate for **Grades 1 through Grade 5, and Grade 6**
- Any adjustments in rate based on **program hours, or enrollment levels**

All proposed rates must be **inclusive of all costs** necessary to operate the program.

6.) References

Provide three (3) professional client references, including name, organization, address, email address and telephone number of persons who can attest to the Proposer and the proposed personnel performance

7**) Claims and Litigation History.**

Identify all legal, arbitration or administrative proceedings to which the Proposer was a party. For each proceeding identified provide the following details:

Brief summary of claim, dispute or matter in controversy
Summary of monetary demands/claims
All parties to the proceeding

The tribunal, forum or venue in which the legal, arbitration or administrative proceeding was conducted

Description of outcome

Section 9: Insurance.

Attach Certificates of Insurance evidencing that the Proposer has obtained the following policies of insurance with the minimum coverage limits noted below:

Policy of Insurance

Minimum Coverage Limits

Commercial General Liability

One Million Dollars ($1,000,000) per occurrence

Two Million Dollars ($2,000,000) in the aggregate

Sexual Abuse/Molestation (or Professional Liability, if so, have to show SAM coverage is listed under professional liability)

One Million Dollars ($1,000,000) per occurrence

One Million Dollars ($1,000,000) in the aggregate

Worker's Compensation

In accordance with applicable law

Employers Liability

One Million Dollars ($1,000,000)

The District and its officers, agents and employees shall be additional named insureds to the Proposer's commercial general liability policy. The Proposer's general liability insurance shall be primary; any policy of liability insurance obtained by the District shall be excess and non-contributory to the Proposer's general liability policy of insurance.

Other Information:

- Responses to ***Narrative Response Questions (5.1)***
- Consultants are invited to submit other information relevant to the selection process.

1.1 NARRATIVE RESPONSE QUESTIONS

Please respond to the narrative questions below and address the program criteria listed in the right column. Narrative responses should align and connect to Travis Unified School District Mission and District Goals.

Narrative responses should be submitted to the TUSD Expanded Learning RFP Narrative. Responses should be in 12pt font and more than 8 double space-pages. Organizations may include "Optional" attachments after the narrative questions.

Questions	**Program Criteria** *Your responses should consider how you will provide and incorporate the program criteria listed.*
How will your agency provide a safe, supportive, and inclusive environment for all students in the Travis USD Expanded Learning Programs?	● What training and support will you provide to staff to develop positive relationships and create safe and supportive expanded learning programs? ● Describe how your organization's systems, policies, and staff will deliver culturally responsive and inclusive services to all students and families aligned with the district's goal of fostering safe and supportive schools and alternatives to exclusion from programs.
How will your agency provide academic support and enrichment in supportive and engaging environment?	● Describe how you will provide an educational and literacy component which includes: reading/language arts, mathematics, and science, tutoring and/or homework assistance. Share examples of programming and curricula used to improve student learning. ● Describe how you will provide an educational enrichment component. Activities might involve the visual and performing arts, music, STEM, physical activity, health/nutrition, social emotional learning, general recreation, career awareness and work preparation activities, community service-learning, and other youth development activities based on student needs and interests. ● Describe ways in which you provide engaging learning in other areas, such as leadership opportunities and/or college and career exploration, among others.

How will your agency recruit and retain high quality staff for the program?	● Describe how you will recruit, hire, evaluate, retain, and provide professional development to highly qualified and culturally responsive staff who can deliver age-appropriate and supportive services to District students. ● Describe your professional development and coaching plan for staff to develop essential skills, support student belonging, engagement, and leadership opportunities.
How will your agency support collaborative partnerships in the TUSD ELOP?	● Describe how you will ensure regular and ongoing communication and collaboration with the school and district? Share a collaborative partnership your organization has experience in a school/district setting. ● Describe how you will ensure regular and ongoing collaboration, communication, and input with students, family, and community stakeholders? ● Describe how you will gather feedback from school and district teams to ensure and align your program with site and district initiatives and programs.
How will your agency provide program management in the TUSD Expanded Learning programs?	● Describe your organization's experience with implementing ELOP program requirements? Share success and a challenge that your organization faced. ● Describe how your organization's administrative systems and infrastructure will comply with District and CDE, fiscal and personnel policies, budgeting and cost allocation plans. ●
Budget and Budget Narrative	● Describe how your organization determines annual cost per student and provide a budget narrative showing how you will allocate funds to run a high-quality comprehensive expanded learning program.

EXHIBIT A:

CUI//SP-PRVCY/DL ONLY

DEPARTMENT OF THE AIR FORCE
60TH SECURITY FORCES SQUADRON (AMC)

Date:_____

MEMORANDUM FOR _____
(Last Name, First, MI)

_____
(Street Address or PO Box)

_____
(City, State, Zip Code)

FROM: Commander, 60th Security Forces Squadron
510 Airlift Drive
Travis AFB CA 94535 – 5000

SUBJECT: Denial of Access to Travis Air Force Base (TAFB) Due to Disqualification Criteria

1. Enclosure 2 of Volume 3 of Department of the Air Force Manual 31-101V3, *Installation Perimeter Access Control*, establishes the duty of the TAFB Installation Commander to determine an individual's fitness for installation access through a prescribed vetting process. The Installation Commander may deny access and deny the issuance of access credentials based upon information that would indicate that an individual may present a threat to the good order, discipline, and morale of the installation. To mitigate this threat, the TAFB Installation Commander has established the criteria listed below as initial disqualifiers for installation access and has delegated to the 60th Security Forces Squadron Commander the duty to vet individuals seeking access to TAFB.

2. As the appointed 60th Security Forces Squadron Commander with the delegated authority, I have determined that you have met one or more of the Installation Commander's disqualifying criteria for denial of access to Travis Air Force Base.

☐ A. The individual is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorism links/support.

☐ B. The installation is unable to verify the individual's claimed identity.

☐ C. The individual has previously been barred from access to a federal installation or stand-alone facility.

☐ D. The individual is wanted by Federal, State, or other civil law enforcement authorities, regardless of offense or violation.

☐ E. The individual has any conviction for espionage, sabotage, treason, terrorism, or murder.

Controlled By: 60 SFS
CUI Category: PRVCY
Limited Dissemination Control: DL ONLY
POC: 60SFS.S3.VCC@us.af.mil, (707) 424-6731

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☐ F. The individual's name appears on any Federal or State agency's watch list or hit list for criminal behavior or terrorist activity.

☐ G. The individual has been convicted of a firearms or explosive violation.

☐ H. The individual has been convicted of sexual assault, armed robbery, rape, child molestation, child pornography, trafficking in humans, drug possession with intent to sell, or drug distribution.

☐ I. The individual has knowingly and willfully engaged in acts or activities designed to overthrow the U.S. Government by force.

☐ J. Within the past 10 years, the individual has been convicted of 2 or more felonies, or, 2 or more violent misdemeanors, or 1 or more felonies and 1 or more violent misdemeanors.

☐ K. There is reasonable basis to believe based on an individual's extensive and systemic criminal behavior, that issuance of an access credential poses an unacceptable risk to the installation/mission. Extensive criminal behavior is a large amount of police arrests and/or convictions from age 18 to present. Systemic criminal history is a consistent interval of police arrests and/or convictions from age 18 to present.

☐ L. A preliminary determination has been made, based on an individual's criminal or dishonest history, that issuance of an access credential would pose an unacceptable risk to the Installation or its mission. For this criterion, within one month of this initial denial, a report will be forwarded to the Installation Commander to determine if further denial of installation access is appropriate. The individual seeking access would have 14 calendar days from the date of this denial notice to provide additional information or justification to the Installation Commander before a final decision is made.

3. At this time, in accordance with Air Force regulations, you are denied access to Travis Air Force Base, California. This includes, but is not limited to, the David Grant Medical Center, all MWR facilities (including Cypress Lakes Golf Course), all AAFES facilities, and the commissary.

4. You are placed on notice that the limits of Travis Air Force Base extend beyond the base entry points and jurisdictional boundaries are clearly marked on roadways leading onto the installation.

4.1. If you possess an authorized installation access credential, entry onto the installation without prior approval is prohibited until further evaluation by the installation commander.

4.2. If you do not possess an authorized installation access credential, entry onto the installation without prior approval is prohibited until such time the disqualifier does not apply or until further evaluation by the installation commander.

5. If you are entitled by law to medical care at David Grant Medical Center or the Veterans Affairs Fairfield Outpatient Clinic, you may request temporary access for the sole purpose of seeking necessary medical treatment by calling the Chief of the Visitor Control Center at (707) 424-1462, Option 1, Monday - Friday from 0800 - 1600 hours; if emergency circumstances prevent you from calling the Visitor Control Center at these times, you may call the TAFB Emergency Communications