



**Iowa City Community School District
Before and After School and Summer Program
Alexander, Garner, Twain, & Grant Wood Elementary Schools
Request for Proposals (RFP)**

Background:

The Iowa City Community School District (ICCSA) is committed to establishing strong partnerships with community organizations to provide high-quality before-and after-school and summer programming opportunities for our families. The district currently maintains interagency agreements with organizations serving all elementary schools. These out-of-school-time programs play a critical role in supporting student success by offering enrichment opportunities and extended learning beyond the school day. In addition, on-site child care services provide essential support to families by ensuring safe, reliable supervision for students outside of regular school hours.

At this time, the district is seeking qualified partners to provide comprehensive out-of-school-time programming at Alexander, Garner, Twain, and Grant Wood Elementary Schools.

Locations:

- Alexander Elementary, 3571 Sycamore Street Iowa City, IA 52240
- Garner Elementary, 80 Birch Street North Liberty, IA 52317
- Twain Elementary, 1355 Deforest Avenue Iowa City, IA 52240
- Grant Wood Elementary, 1930 Lakeside Drive Iowa City, IA 52240

Space available for child care:

The multi-purpose rooms and gymnasiums are available to license for out-of-school time programs.

Schedule:

The above spaces will be available for out-of-school programs from 6:00 – 7:40 a.m., and from 2:55 - 6:00 p.m. Monday through Friday (and starting at 1:55 on Thursdays). During the summer months and during no-school days, the above spaces will be available from 6:00 a.m. - 6:00 p.m.

Compensation, Allowable Cost and Payment:

The organization will be responsible for accessing child care assistance and private tuition for services provided.

Procedures:

The ICCSD is issuing this Request for Proposals to parties interested in providing before-school, after-school, and summer programming at the above-listed

elementary schools. Applicants are to submit proposals by 8:00 a.m. on April 20, 2026.

Interested organizations must provide a brief statement of interest to the ICCSD, outlining their qualifications and capacity to carry out the required work. A District team will review and score the proposals. The ICCSD will enter into agreements with the organization(s) that best meet the stated qualifications.

The Statement of Interest includes a cover page (page 3 of this document) and must address the required expectations of the organization, outlined on page four of this document.

Proposals are to be emailed by 8:00 a.m., April 20, 2026, to the Coordinator of Extended Day Learning, Amy Clair: **basp@iowacityschools.org**

All questions regarding this RFP must be submitted via email to Amy Clair basp@iowacityschools.org. The subject of the email must be BASP RFP. Questions are to be submitted by April 13, 2026, by 8:00 a.m. and will be answered no later than 5:00 p.m. on April 14, 2026, via email to all who have submitted questions or expressed interest in the RFP and provided email contact information.

Proposals will be evaluated by a district-appointed team, using a score sheet to rate the required expectations. The selected provider(s) will be required to enter into a contract with the District for the provision of the requested services. The contents of this RFP and the proposal of the selected provider(s) may become part of the contractual obligation and incorporated by reference into the contract of engagement. A contract shall not exist between the District and any selected provider until such agreement has been duly authorized and approved by the Board of Directors of the District. In the event a recommendation to award a contract to the provider is rejected by the Board of Directors of the District, the District will not be obligated to the provider in any manner.

RFP Timeline:

- April 7, 2026 – Request for Proposals (RFP) released
- April 13, 2026 – Questions about the RFP submitted to Amy Clair by 8:00 a.m.
- April 14, 2026 – Responses to written questions provided by 5:00 p.m.
- April 20, 2026 – Proposals due no later than 8:00 a.m.
- April 21-23, 2026 – Proposals reviewed and scored by the school team(s)
- April 24, 2026 – Applicants will be notified of decision(s) by 5:00 p.m.
- April 27, 2026 – Program staff will collaborate with District staff to enroll students in the program, following the enrollment timeline and procedures set by the District
- May/June 2026 – Interagency Agreement signed by ICCSD School Board
- August 24, 2026 – Services will begin

**Cover Page
Statement of Interest
Before and After School and Summer Programs**

Organization Name: _____

Address: _____

Years in operation: _____ **Non-profit status:** _____
(Please attach documentation.)

Contact information for the individual submitting the proposal:

Name: _____

Position: _____

Telephone: _____

Email: _____

Please indicate which school(s) you are proposing to provide program services:

Alexander_____ **Garner**_____ **Twain**_____ **Grant Wood**_____

Signature of Agent authorized to submit proposal: _____ **Date:** _____

Proposals must include a notarized signature of an authorized agent of the organization and be submitted by 8:00 am on April 20, 2026, via email to:
Amy Clair: basp@iowacityschools.org

Proposals must include the following Information in their final submission

1. Cover page (see RFP page 3)

2. Qualifications of the Organization

- Include a brief background on the organization's experience providing Before and After School Care and Summer Programming.
- Indicate your experience with licensing child care programs through the Iowa Department of Health & Human Services (HHS). Please attach the last four HHS licensing reports if available.
- Describe any additional credentials you have related to providing a high-quality child care program (i.e., QRS).
- Describe how you recruit and train qualified and diverse staff members.

3. Program Structure

- Indicate your hours of operation.
- Indicate your days of operation, including summer and no school days.
- Indicate your anticipated rate of tuition.
- Indicate what your minimum and maximum enrollment would be.
- Describe the proposed plan for staffing, including staff to youth ratio.
- Describe how your program will be accessible to low-income students and families with a home language other than English.

4. Administrative Support

- Describe your agency's administrative structure and capacity to administer a BASP program.
- Detail who will be providing supervision of the BASP Director.
- Describe your organization's capacity to access child care assistance through the Department of Health & Human Services and bill services for private paying families
- Indicate who will be the contact for contract negotiations and funding issues.

5. Partnership

- Describe your organization's experience partnering with other community-based organizations.
- Explain the structure for communication with parents.
- Document how staff will build relationships and collaborate with ICCSD building-based staff.
- Highlight any current or past partnerships with the ICCSD.