

Hawthorne School District

Educational Excellence

ADDENDUM NUMBER 1

RFP No. R26-27-1 After School Education & Safety Program

June 5, 2026

This addendum forms a part of the contract document and modifies the original Request for Proposal (“RFP”) documents. The following revisions, clarifications, deletions, and/or additions shall be made to the proposal documents for RFP No. R26-27-1. All other requirements of the contract documents remain the same. **It is mandatory to acknowledge receipt of this addendum in your proposal by inserting its number into the location provided in the RFP document.**

This addendum consists of the following changes to the RFP document:

PART I – INFORMATION

1. RFP document, Notice Calling for Request for Proposals, “Proposal Due By,” page 1, correct the date to read June 12, 2026, instead of June 15, 2026.

PART II – CLARIFICATION

1. **QUESTION:** If a Proposer has an existing partnership with the District, and currently has a Program Manager overseeing schools. The RFP states that ‘one full-time Program Manager is required for all middle schools.’ If awarded, would the existing Program Manager be sufficient with added staffing support, or would the District require an additional full-time Program Manager specifically for the middle schools?

RESPONSE: Yes. The middle school program requires a full-time Program Manager.

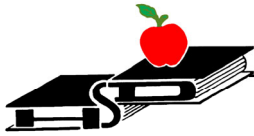
2. **QUESTION:** During the site walkthrough, safety and supervision were identified as high priorities due to the campus layout and multiple program spaces. Could the District provide additional information on the current site supervision infrastructure, including existing support and any supervision challenges the selected provider should be aware of?

RESPONSE: Each middle school site has a Campus Security Officer on campus during program hours to support safety. However, providers should be aware that middle school settings present unique supervision challenges that require strong, consistent oversight.

Campuses may also have overlapping extracurricular activities during program hours, such as athletics, dances, and other school events, which can increase student movement across campus and require careful monitoring of students and designated program areas.

Additional supervision challenges include, but are not limited to, student cell phone use, students attempting to leave assigned areas without permission to meet up with peers, vaping concerns, and occasional peer conflicts. Strong supervision systems to monitor students’ and active staff presence are essential to maintaining a safe and structured environment.

3. **QUESTION:** Would the District be open to proposers incorporating additional support roles, such as an Assistant Site Coordinator or Supervision Aides, to strengthen student supervision and campus coordination across multiple program spaces?



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RESPONSE: Yes. The District expects the selected Service Provider to be fully staffed and solely responsible for providing adequate supervision and campus coordination to ensure student safety across all program spaces and activities, and to meet student needs. Proposers should not rely on the District to provide additional personnel.

4. **QUESTION:** Is the requirement for all employees to have three (3) years of experience with students and/or after-school programs a mandatory requirement for all roles, or is there flexibility for certain positions?

RESPONSE: The District expects all staff in supervision roles to have a minimum of three (3) years of experience working with students and/or in after-school programs. The service provider must have a clear professional development and coaching plan for new hires that demonstrates how staff will be trained, supported, and supervised.

5. **QUESTION:** Reference Eligibility -Will the District accept a reference signed directly by a School Site Principal from a district where the Proposer is currently operating expanded learning programs?

RESPONSE: No. To satisfy the reference requirements of the RFP, refer to Proposal Requirements, Part 3, Tab 6 (Page 19).

6. **QUESTION:** Field Trip Parameters and Logistics - Are student field trips permitted during regular after-school hours, intersession/summer days, and/or regular school days? Also, does the District provide transportation for approved trips, or should the Proposer include transportation costs within our turnkey pricing?

RESPONSE: Field trips are expected to occur during expanded learning program hours, including after-school programming, intersession, and summer programs. The District seeks to minimize student absences from instructional time and generally avoids field trips during the regular school day. Proposals must include all anticipated transportation costs and logistics associated with field trips within their turnkey pricing.

7. **QUESTION:** Special Education Data Sharing & Coordination - How will the District share student accommodations, like IEPs or 504 plans, with after-school staff to ensure student safety and inclusion?

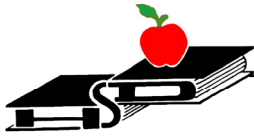
RESPONSE: The Expanded Learning Program Team and service providers collaborate with school site staff to support students during program hours by discussing student needs and overall support. Students with special needs have historically participated in the Expanded Learning Program. Providers are expected to maintain trained staff and implement appropriate procedures to meet student needs. IEPs and 504 Plans are confidential and are not shared directly with service providers unless authorized by a parent/guardian. The District expects service providers to maintain an inclusive program environment and ensure equitable access and meaningful participation for all students.

8. **QUESTION:** What services have been provided to students with IEPs and 504 plans during out-of-school hours in the past?

RESPONSE: Students with IEPs and 504 plans are invited to participate in all Expanded Learning Program (ELP) activities and are not excluded from enrollment or participation. During out-of-school hours, students have been supported through inclusive programming within enrichment activities, with staff providing appropriate supervision to ensure access to activities alongside their peers.

9. **QUESTION:** Third-Party Enrichment Vendors & Volunteers - Can a service provider bring specialized external vendors (such as STEM, arts, or dance instructors) to the school sites? If yes, does the District have a pre-approved vendor list, or what clearance process must they complete? What is the process for volunteers (content experts, interns, etc.)?

RESPONSE: Any individual who will work directly with students or be present on campus during program operations must complete the District's required clearance process before providing services, including



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fingerprinting and Live Scan requirements. No individual who has not completed the District's clearance process may work with students or be present on campus in a program capacity.

The District does not permit the use of volunteers to provide program services. All enrichment providers, instructors, consultants, and other personnel delivering services to students must be employees or contracted staff of the Service Provider and must meet all District clearance requirements.

10. **QUESTION:** Student Recruitment Access - Can the selected Proposer promote the program directly to families at school events like Back-to-School Nights, orientations, or through flyers sent home by regular-day teachers?

RESPONSE: Yes. However, all program communications and promotional materials must be reviewed and approved by the Expanded Learning Program (ELP) Team before distribution. With District approval, providers may promote the program directly to families at school events such as Back-to-School Nights, orientations, and through flyers sent home with students.

11. **QUESTION:** Interview Panel Composition - Who will be on the interview panel (e.g., District administrators, principals, parents, or board members)?

RESPONSE: At this time, it is TBD.

12. **QUESTION:** Attendance Software Substitution / Data Integration - Our agency standardizes all safety and attendance tracking through Vision MTS (Member Tracking System). Will the District allow us to use Vision MTS if it captures all the required data? Alternatively, to avoid double-entry for staff, can the Proposer use Vision MTS daily and export our data into the District's EZ Reports database?

RESPONSE: The District shall evaluate the Proposers Feature Comparison Matrix, which must include a comprehensive side-by-side comparison of features, functionalities, capabilities, system integrations, and identified gaps between the proposed systems. The District reserves the sole and absolute right, in its discretion, to accept, reject, request clarification of, or otherwise determine the adequacy of the analysis and comparison matrix, in whole or in part, without obligation to justify its decision.

13. **QUESTION:** Clarification on Intersession Calendar Duration (5-Day vs. 30-Day) - Page 19 asks for an intersession calendar showing a 5-day period, but the pricing page and Appendix C ask for a 30-day program. Should our Tab 2 submission show a 5-day sample layout or map out all 30 days?

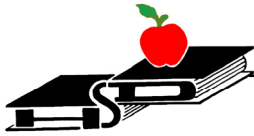
RESPONSE: Refer to Proposal Requirements, Part 3: Proposal Package Requirements, Tab 2: Program Design & Implementation (Page 17), Intersession Program Calendar. For purposes of proposal evaluation, to ensure an equitable and consistent review and evaluation process, Proposers should provide a 5-day sample intersession calendar for Tab 2.

The 30-day program requirement identified in the Signature Form and Contract Pricing section, Appendix C, and Appendix F, remains the basis for program delivery and pricing. Adherence to these sections is required.

14. **QUESTION:** Sample Lesson Plans - Does the District want a sample lesson plan for every single program listed in our class schedule (Proposer offers up to 25+), or just a selection of samples?

RESPONSE: A sample set of lesson plans should be included that demonstrate a variety of program offerings, including Academic Support, Physical Fitness and Recreation, and Enrichment activities (STEM, Arts, Music, Culinary Arts, and other enrichment).

15. **QUESTION:** Student Impact Measurement – the Proper uses student surveys and focus groups to track program impact and gather data for our CQI reports. Will the Proper be allowed to give these surveys to



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students on-site? If student surveys are not allowed, what District data will be shared with Proposer to complete the mandatory quarterly progress reports?

RESPONSE: All surveys, focus groups, and communications with students, parents, or staff must receive prior written approval from Ms. Martha Castellanos, Coordinator - Expanded Learning Program, and comply with all applicable privacy laws and District policies.

16. **QUESTION:** Considering the limited ramp-up period, could you share whether the selected vendor may receive an early or preliminary notice prior to Board approval to begin staffing preparations? The District reserves the right, in its sole discretion, to make that determination.

RESPONSE: Nothing in the solicitation process obligates the District to provide advance notice of selection or authorization to commence staffing preparations before formal Board action. Any such communication, if made, shall not constitute an award of contract or create any rights, expectations, or obligations on the part of the District.

17. **QUESTION:** In a past proposal process, we noticed some variation in scoring across evaluators on the same rated section (such as references). We understand that evaluation perspectives can differ, and we want to ensure we are aligning as closely as possible with your expectations. Can applicants be assured that all raters are trained and calibrated to help minimize significant discrepancies in individual scores?

RESPONSE: The District will conduct its evaluation process in accordance with the criteria and procedures set forth in the solicitation documents. All evaluators will be provided with the same instructions, evaluation criteria, and scoring guidelines.

18. **QUESTION:** To help us prepare our references, can you share how many times references will be contacted? If a reference is unavailable or does not respond to the initial outreach, will that affect the proposal's score?

RESPONSE: Reference evaluations will be conducted in accordance with the criteria set forth in the RFP. The District intends to contact the references of the two (2) highest-ranked proposers to validate the information provided. The District reserves the right to determine the number of references contacted and the number of contact attempts.

END OF ADDENDUM