LAKE ELSINORE
UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSAL

FOR

EXCEL AFTER SCHOOL PROGRAM

RFP NO. 09-25/26

RFP SUBMISSION DEADLINE: APRIL 14, 2026, 3:00 P.M.

LAKE ELSINORE UNIFIED SCHOOL DISTRICT
1401 EDUCATION WAY
LAKE ELSINORE, CA 92530

CONTACTS:
Ricardo Felix - Supervisor IV, Purchasing Services Ricardo.Felix@leusd.k12.ca.us
Lacy Vanderboom – Director II, Purchasing Services Lacy.Vanderboom@leusd.k12.ca.us

LAKE ELSINORE
UNIFIED SCHOOL DISTRICT

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LAKE ELSINORE
UNIFIED SCHOOL DISTRICT

NOTICE INVITING PROPOSALS

Issue Date: **March 20, 2026**

NOTICE IS HEREBY GIVEN that Lake Elsinore Unified School District is requesting Proposals for:

EXCEL AFTER SCHOOL PROGRAM
RFP NO. 09-25/26

All Proposals must be submitted on forms furnished by the District. Companies interested in submitting proposals can obtain appropriate RFP documents from the District's **Purchasing Services Department located at 1401 Education Way, Lake Elsinore, California, 92530. Contact Number: 951-253-7040 Email:** Lacy.Vanderboom@leusd.k12.ca.us and Ricardo.Felix@leusd.k12.ca.us

Or the District website: https://www.leusd.k12.ca.us/apps/pages/VendorAppContractorsandBids

Proposals must be delivered in sealed envelopes to the Purchasing Department, at the above address, up to, but no later than **April 14, 2026, at 03:00 p.m.,** at which time they will be opened and publicly read. Each envelope must be clearly marked on the front with the RFP name, RFP number and closing time and date.

Request for clarification will be emailed (no phone calls will be accepted) to only the following persons:

TO: Ricardo Felix - Supervisor IV, Purchasing Services - Ricardo.Felix@leusd.k12.ca.us
CC: Lacy Vanderboom – Director II, Purchasing Services - Lacy.Vanderboom@leusd.k12.ca.us

Requests for clarification shall be filed by Monday, April 6, 2026, at 3:00 p.m.

Contract Term: one (1) year term (07/01/2026 – 06/30/2027), with the option to extend four (4) additional one (1) year terms, upon mutual written agreement. Total Contract Duration not to exceed five (5) years.

Each proposal shall be in accordance with Scope of Services, instructions and information contained in the proposal request package. In accordance with Public Contract Code 20118.2; Proposals will be reviewed for responsiveness to specifications and cost.

The award will be made to the qualified vendors whose proposal meets the evaluation standards and is most advantageous to the district with price and all other factors considered.

The Board of Trustees of the Lake Elsinore Unified School District reserves the right to accept or reject any and all Proposals, to waive any irregularities in the Proposals or bidding, to be sole judge as to the merit, quality and acceptability of materials proposed and its compliance to the specifications, and to not necessarily accept the lowest bid of any offered if it be in the best interest of the District.

No bidder may withdraw their bid for a period of one hundred eighty (180) days after the date set for the opening of Proposals. Refer to the Request for Proposal documents for additional information, terms and conditions. The complete Request for Proposal documents and terms and conditions are considered one complete component and cannot be altered in anyway.

By Order of the Board of Trustees

To be published in Press Enterprise on: 03/20/2026
03/27/2026

SCOPE OF SERVICES

I. BACKGROUND

Located in Southwest Riverside County, the Lake Elsinore Unified School District ("District") covers more than 144 square miles. It serves TK-12 students from Lake Elsinore, Canyon Lake, and Wildomar, and several unincorporated Riverside County communities, including Lakeland Village and Horsethief Canyon.

The district operates 27 schools, alternative education programs and several support facilities for a total of 31 facilities. Over 20,900 students, grades TK-12, are served by the district. LEUSD's twin palms logo signifies the unification of the Elsinore Union High School District with the Elsinore Elementary District (K-8), approved in 1988. Our earliest schools began serving the valley during the 1880s, a few years before the City of Lake Elsinore's incorporation (1888). More information about LEUSD can be found at www.leusd.k12.ca.us.

II. SERVICES REQUESTED

The District's EXCEL After School Program is seeking proposals from qualified Vendors to provide In-Person academic, supervision and enrichment services at various school sites during the 2026-2027 Calendar Year (July 01, 2026 – June 30, 2027) for the following EXCEL categories:

Category 1 – Science, Technology, Engineering, Art and Math (S.T.E.A.M.)
Category 2 – Numeracy / Math
Category 3 – ELA / Literacy Development
Category 4 – Physical Fitness / Sports Development
Category 5 – Social Emotional Development
Category 6 – Visual & Performing Arts

2026-2027 Service Contracts for Calendar School Days (August 11, 2026 – June 04, 2027) and Intersession will be determined based on the results of this RFP. Service Schedules for Service Contracts are subject to increases or decreases in hours/activities based on student enrollment and will vary by site.

The Vendor will provide staff to supervise and engage students in grades TK-5th and/or 6th -8th in the after-school classroom. Vendor will provide management, recruitment and training of their personnel on lessons and materials for enrichment activities. Vendor personnel will work in partnership with the existing EXCEL Site Supervisor and Staff at each site.

The following is required/expected from proposers and should be included in the service prices submitted on the proposal form (page 16):

- Vendors will purchase their own supplies and provide instructional materials if necessary.
- Vendors will support with snack, attendance, transitions and dismissals.
- Vendors must coordinate program start times with the Assistant Director of Expanded Learning.
- Vendors must check-in daily with the EXCEL Site Supervisor and provide the days' lesson plan, listing the Title and Learning Objective.
- Vendors must check-out daily with the EXCEL Site Supervisor, communicate all absences, communicate and complete any forms necessary on issues surrounding students and behaviors.
- Vendors must share any physical injuries immediately with Site Supervisor via walkie-talkie.
- Vendor staff will be expected to attend monthly staff meeting
- Vendors will provide services according to the ratios required by the state (page 3).

- Vendors are expected to cover employee absences to fulfill the requested amount of staff per site.
- Vendor will engage in initial District training and collaboration held the week before school starts.
- Vendors staff will be trained on EXCEL expectations within the first 2 weeks of the beginning of program.
- Vendors are expected to submit monthly invoices itemizing the completed services for the month along with a complete daily breakdown of employee names, sites and hours for each invoice.
- Prompt invoicing and communication are crucial for the District to contract efficiently.

These enrichment activities shall be done in grade level spans, such as TK - 1st Grade, 2nd - 3rd Grade, 4th- 5th Grade, and 6th - 8th Grade for a **minimum of 3 hours not to exceed 6 hours** between 12:00PM and 06:00PM, with any additional time necessary for team meetings requested by Site Supervisor.

Vendors will provide all direct physical services in compliance with all health and safety regulations adopted by local health authority and the District, as well as the following ratio requirements set forth by state Expanded Learning Opportunities Program (ELO-P).

10 students to 1 adult for grades TK/K
20 students to 1 adult for grades 1st – 8th

In addition, the Vendor will have the following responsibilities: Comply with all Federal, State and Local laws and ordinances applicable to the work to be performed by Vendor or its employees. Provide worker's compensation insurance for Vendor employees and agents as required by law. Comply with the requirements of California Education Code 45125.1 with respect to fingerprinting of employees who may have contact with the district's pupils. If at any time during the term of this Agreement Vendor is either notified by the U.S. Department of Justice or otherwise becomes aware that any employee of the Vendor performing services under this agreement has been arrested or convicted of any violent or serious felony listed in California Penal Code 667.5(c) or California Penal Code 1192.7(c), respectively, vendor agrees to immediately notify the District and remove said employee from performing services on this agreement.

INSTRUCTIONS TO PROPOSERS

INTRODUCTION

A. Purpose

Lake Elsinore Unified School District, acting by and through its Governing Board, herein called "District" is seeking proposals from qualified vendors that provide In-Person after school academics, supervision and enrichment of the following EXCEL After School Program Categories:

Category 1 – Science, Technology, Engineering, Art and Math (S.T.E.A.M.)
Category 2 – Numeracy / Math
Category 3 – ELA / Literacy Development
Category 4 – Physical Fitness / Sports Development
Category 5 – Social Emotional Development
Category 6 – Visual & Performing Arts

The District will accept and review proposals from qualified vendors of any category, or any combination of categories, listed above (the "Services"). The District is requesting that vendors have experience providing EXCEL ("Excelling Our Community through Expanded Learning") After School Learning programs for Districts of similar size. All interested parties must confirm familiarity with the law and requirements set forth herein with respect to the Services.

B. Contract Term

One (1) Year Term (07/01/2026 – 06/30/2027), with the option to extend the contract four (4) additional one (1) year terms, upon mutual written agreement. Total Contract duration not to exceed five (5) years.

C. Correspondence

Once this RFP has been issued, the individuals identified below are the points of contact for any inquiries and will coordinate answers with the District Project Management Contact, if needed. Failure to adhere to this policy may result in disqualification of the Proposer. All questions regarding this RFP shall be submitted in writing, via email, to only the following persons:

TO: Ricardo Felix – Supervisor IV, Purchasing Services - Ricardo.Felix@leusd.k12.ca.us
CC: Lacy Vanderboom – Director II, Purchasing Services - Lacy.Vanderboom@leusd.k12.ca.us

Questions must be submitted by Monday, April 6, 2026, at 3:00 p.m.

Lake Elsinore Unified School District
Purchasing Services Department
1401 Education Way
Lake Elsinore, California, 92530

All proposals are to be submitted to the above address prior to the posted deadline. E-mail address may be used to submit questions only. **Proposals <u>will not</u> be accepted by email or facsimile.**

D. Proposal Submission Deadline

All proposals must be received at the address listed in the above section, no later than **<u>Tuesday, April 14, 2026, at 2:00 p.m.</u>** For the purposes of this proposal, the time specified will be as defined by the official time clock located at the address listed in Section I, Paragraph C - Correspondence. Facsimile or electronically transmitted proposals will not be accepted in lieu of actual receipt. Proposals which are incomplete, incorrect, submitted on forms other than those provided herein, or submitted by unqualified vendors, shall be considered non-responsive and will be rejected at the District's sole discretion.

<u>Late or incomplete proposals will not be accepted.</u>

PROPOSALS:

A. Proposals must be submitted on forms furnished by the DISTRICT in order to preserve uniformity and to facilitate the award of contract(s). **Proposals will not be considered without the following documents:**

- **Proposal Form with signed Addenda Acknowledgment (if applicable)**
- **Information Required of Proposers**
- **References & Responsibility Information**
- **Non-Collusive Bidding Declaration**
- **Certificate of Workers Compensation**
- **Certificate Regarding Alcoholic Beverage & Tobacco-Free Campus**
- **Certificate Regarding Drug-Free Workplace**

B. Proposals shall be delivered to Lake Elsinore Unified School District, Purchasing Department, at its office on or before the day and hour set for the opening of Proposals in the Notice Inviting Proposals published in the Press Enterprise, which Proposals shall be enclosed in a sealed envelope, clearly marked, description of the bid and the name of the bidder. Any Proposals received after the scheduled closing time for receipt of Proposals shall be returned to the bidder unopened.

C. Before submitting a bid, bidders shall carefully examine specifications, and the forms of other documents. They shall fully inform themselves as to all existing conditions and limitations, and shall insure that unit cost and total cost is reflected in the bid. No allowance will be made because of lack of such examination or knowledge.

D. Proposals must be typewritten. No pencil figures or erasures are permitted. Mistakes may be crossed out and corrections inserted adjacent to or above. RFP changes must be initialed by the person signing the RFP document.

E. RFP Signatures on all Proposals must show firm name and must be signed by a responsible officer or employee fully authorized to bind the organization to the terms and conditions herein. Obligations assumed by each signature must be fulfilled.

F. Lake Elsinore Unified School District will not be responsible for errors or omissions on the part of Bidders. Verify your Proposals before submission as they cannot be withdrawn or corrected after being opened or withdrawn for a specified time period.

G. Proposals may not be withdrawn for a period of one hundred eighty (180) days from the date of the bid opening.

ADDENDA:

The DISTRICT reserves the right to issue addenda to the documents, as it may desire at any time prior to the time fixed for receiving Proposals. A copy of all such addenda will be promptly posted to the district website as well as emailed to each Bidder. The number of each addendum shall be listed on the vendor's proposal.

INTERPRETATION OF DOCUMENTS:

If any person contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of the specifications, or other proposed contract documents, or finds discrepancies in, or omissions from the specifications, a written request for an interpretation or correction thereof may be submitted, **via email**, to only the following persons:

TO: Ricardo Felix - Supervisor IV, Purchasing Services Ricardo.Felix@leusd.k12.ca.us
CC: Lacy Vanderboom – Director II, Purchasing Services Lacy.Vanderboom@leusd.k12.ca.us

Questions must be submitted by Monday, April 6, 2026, at 3:00 p.m.

Any interpretation or correction of the proposed documents will be made only by Addendum duly issued by Purchasing. The Lake Elsinore Unified School District will not be responsible for any other explanation or interpretation of the proposed documents.

AWARD OR REJECTION OF PROPOSALS:

A. **The award of Proposal may be made for a total package or any portion thereof**.

B. The Proposal award shall not become binding upon the DISTRICT until communication in writing is issued to the successful Proposer(s).

C. At no time will the vendor allow an account PO to exceed the dollar amount indicated.

D. Proposals may be rejected on grounds on non-responsiveness or non-responsibility.

E. The amount of goods may be increased or decreased without affecting the unit cost in a Proposal.

F. Award will be made no later than ninety (90) days after opening of Proposals.

G. The Governing Board shall be the sole judge of equivalency. Contact by any participating vendor with any District employee, including but not limited to current and/or past Board Member during any phase of this process will be grounds for dismissal from the process.

H. The District may consider prompt payment discounts (only terms of 2%/20 days or better will be considered).

I. Proposals are subject to acceptance at any time within ninety (90) days after opening unless otherwise stipulated.

J. The District reserves the right to require of Proposer information regarding financial responsibility or such other information as the District determines is necessary to ascertain whether a Proposal is in fact the lowest responsible Proposal submitted. The successful Proposer(s) may be required to furnish a letter or organization listing the firm's members, officers of the corporation, and those persons authorized to sign legal documents.

REFERENCES:

Vendors responding to this Proposal request must provide at least three (3) references with Proposal indicating similar contract(s) company name address, phone number, contact name, and total number of contracted years.

INDEMNIFICATION AND INSURANCE REQUIREMENTS:

Each party agrees to indemnify, defend and hold harmless the other party and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses damages, and/or liability arising out of this Agreement from or based upon any negligent or wrongful, errors or omissions committed solely by the other party and its authorized officers, employees, agents and volunteers related to the performance under this Agreement, Hereunder and for any costs or expenses incurred by the other party on account of any claim therefore, except where such indemnification is prohibited by law.

INSURANCE:

Without in any way affecting the indemnity herein provided and in addition thereto, the Vendor shall secure and Maintain throughout the Agreement the following types of insurance with limits as shown. Workers' Compensation (According to Labor Code Section 3700) – A program of Workers' Compensation insurance or a State-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with $150,000 limits, covering all persons providing services on behalf of the Vendor and all risks to such persons under this Agreement. If Vendor has no employees, it may certify or warrant to District that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the District's Risk

Manager will waive the requirements for Worker' Compensation coverage. With respect to Vendors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance. If the District's Risk Manager determines that there is no reasonable priced coverage for volunteers, evidence of participation in a volunteer insurance program may be substituted. Comprehensive General and Automobile Liability Insurance – This coverage to include contractual coverage and Automobile liability coverage for owned, hired and on-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars ($1,000,000).

ADDITIONAL NAMED INSURED:
All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies shall contain additional endorsements naming the District and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

POLICIES PRIMARY AND NON-CONTRIBUTORY:
All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the District.

PROOF OF COVERAGE:
The vendor shall immediately furnish certificates of insurance to the District Purchasing Department Administering the Agreement evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Vendor shall maintain such insurance from the time the Vendor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Vendor shall furnish certified copies of the policies and all endorsements.

PROPOSER INFORMATION:
The Governing Board reserves the right to require of Proposer information regarding financial responsibility or such other information as the Board determines necessary to ascertain whether a Proposal is in fact the lowest responsible Proposal submitted. Lake Elsinore Unified School District will not be responsible for errors or omissions on the part of Proposers.

ASSIGNMENT OF CONTRACT:
No assignment by the Vendor of any contract to be entered into hereunder or any part thereof, or of funds to be received thereunder by the Vendor, will be recognized by the Lake Elsinore Unified School District unless such assignment has had the prior approval of the Lake Elsinore Unified School District and the surety has been given due notice of such assignment in writing and has consented thereto in writing.

DEFAULT:
In case of default by the vendor, the DISTRICT may procure the materials and supplies from other sources and may deduct the excess costs from any unpaid balance due the vendor. The prices so paid shall be considered the prevailing market price at the time such purchase is made. The vendor selling to the DISTRICT will not be held liable for failure or delay in fulfillment if hindered or prevented by fire, flood, strikes or acts of God.

NON-APPROPRIATED FUNDS:
Agreement and all Addenda shall be subject to all applicable federal, state and local laws, ordinances, and regulations, and shall be construed in accordance with the laws of the state of California. If federal or state law prohibits the District from executing any Agreement that crosses its fiscal year, then the term of this Agreement or any Addendum shall be deemed to be through its fiscal year. The District retains the right to

terminate this Agreement and all Addenda at the end of each fiscal year of District. District will make reasonable effort to obtain and appropriate funds each fiscal year for payment of its contractual obligations. In the event that District does not appropriate funding for the next fiscal year for the services specified in the Addendum, then the affected Addendum shall terminate at the end of the last fiscal year for which funding is appropriated. The rates and charges, terms and conditions of this Agreement are subject to the review and/or approval by the regulatory authorities of the state of California.

HOLD HARMLESS:

The vendor shall save, defend, hold harmless and indemnify the District against any and all liability, claim and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property occurring connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of vendor, and sub Proposer, or any employee, agent or representative of vendor and/or sub Proposer.

SUBSTITUTIONS AND SAMPLES:

All items Proposal must conform to the specifications set forth in these proposal documents. The District reserves the right to reject all proposals that do not conform to the specifications. When bidding on brands other than those referenced, the Proposer must state on the proposal the brand, model number, or other trade designation on each item proposal other than "as specified". See Specification Sheet/Proposal Form for requirements.

SPECIFICATIONS:

Certain specifications are set forth herein for the purpose of establishing standards and are not intended to preclude any vendor from bidding who can substantially meet those specifications. Vendors may propose equipment or materials equal to those specified herein, but each deviation from the specification must be set forth in detail. The District shall be the sole judge as to whether such deviations are, in fact, substantially equal to those set forth herein, and whether such deviations are acceptable to the District. Whenever in these specifications any equipment or material is indicated or specified by patent or proprietary name or by the name of a manufacturer, such specifications shall be deemed to be used for the purpose of facilitating description of the equipment or materials desired and shall be deemed to be followed by the words "or equal". Proposers shall furnish complete specifications of each item and, if requested to do so, a sample of the item proposed. Such samples shall be furnished at no cost or obligation to the District, for the purpose of testing and evaluation. If not destroyed in such testing, the sample will be returned to the vendor after award of bid is made. If Proposer does not indicate he is proposing an item other than specified, it is understood and agreed that he will be furnishing the item as specified. Shipment of unauthorized substitutions will be returned to the vendor at his expense for exchange or credit at the option of the District.

GENERAL CONDITIONS

ERRORS AND OMISSIONS:
Responsibility for errors and/or omissions on the part of Proposer in making up their proposals will not be assumed by the School District. All proposals must be typewritten. No erasures are permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed in ink, prior to proposal opening, by the person signing the proposal. Proposals must be verified before submission as they cannot be withdrawn after acceptance by the Purchasing Department.

STATE SALES TAXES:
State sales taxes will be paid by the District and are not to be included in the bidder's quotation unless a space for such tax is shown on the Proposal Form. School Districts are exempt from federal excise taxes. Exemption certificates will be furnished upon request.

DELIVERY:
Time of delivery is a part of the consideration and must be stated in definite terms and adhered to. Price quoted shall be F.O.B. destination point(s) specified in the proposal. All costs for delivery, drayage, insurance, freight, or the packing of said items are to be borne by the Proposer. All shipments are to be accompanied by a packing slip and the purchase order number shall appear on all cases and packages, and all shipments must be delivered inside or desktop.

INDEPENDENT CONTRACTORS:
Vendor shall be an independent contractor while engaged in carrying out the terms and conditions of the purchase order and will NOT be considered an officer or agent of the District. The proposer shall maintain adequate insurance to protect his interest during term of the contract.

PROPOSAL PREPARATION COST:
Cost for preparing Proposal response and any other related material is the responsibility of the vendor and shall not be chargeable in any manner to the District.

TOBACCO-FREE:
Lake Elsinore Unified School District became a tobacco-free workplace. "Tobacco-free" shall mean prohibition of the use of tobacco or tobacco products on any part of the School District grounds or buildings, in District vehicles and at any time by anyone on District property.

CONFLICTS OF INTEREST:
Respondent represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under own proposal and that no person having any such interest shall be subcontracted in connection with this proposal or employed by Respondent. Respondent will take all necessary steps to avoid the appearance of a conflict of interest and shall have a duty to disclose to the District prior to entering into an agreement any and all circumstances existing at such time, which pose a potential conflict of interest. Failure to comply with the above provisions shall constitute grounds for immediate rejection of the proposal, in addition to whatever other remedies the District may have.

PRICING - TERM OF CONTRACT:
Quoted prices must stay in effect for contract term after award of proposal and may be extended upon mutual consent of District and vendor for an additional four (1) year periods in accordance with provisions contained in the Education Code, Sections 39644 and 81644. A maximum price increase of 5% per contract term may be negotiated subject to existing market conditions. In the event of a general price decrease, the District reserves the right to revoke the proposal award unless the decrease is passed on to the District.

LAKE ELSINORE
UNIFIED SCHOOL DISTRICT

LIST OF SCHOOLS

(Site visits are not permitted until after award of contract)

ELEMENTARY SCHOOLS			
School Name	**School Address**	**Grade Span**	**Dismissal Time**
Alberhill Elementary	4170 Brianna Circle Lake Elsinore, CA 92530	TK-5	Monday-Friday 06:00PM
Cottonwood Canyon Elementary	32100 Lost Road Lake Elsinore, CA 92532	TK-5	Monday-Friday 06:00PM
Donald Graham Elementary	35450 Frederick St. Wildomar, CA 92595	TK-5	Monday-Friday 06:00PM
Earl Warren Elementary	41221 Rosetta Canyon Rd. Lake Elsinore, CA 92532	TK-5	Monday-Friday 06:00PM
Elsinore Elementary	215 N. Langstaff St. Lake Elsinore, CA 92530	TK-5	Monday-Friday 06:00PM
Machado Elementary	15150 Joy St. Lake Elsinore, CA 92530	TK-5	Monday-Friday 06:00PM
Railroad Canyon Elementary	1300 Mill St. Lake Elsinore, CA 92530	TK-5	Monday-Friday 06:00PM
Rice Canyon Elementary	29535 Westwind Dr. Lake Elsinore, CA 92530	TK-5	Monday-Friday 06:00PM
Ronald Reagan Elementary	35445 Wildomar Trail Wildomar, CA 92595	TK-5	Monday-Friday 06:00PM
Tuscany Hills Elementary	23 Ponte Russo Lake Elsinore, CA 92532	TK-5	Monday-Friday 06:00PM
Wildomar Elementary	21575 Palomar Rd. Wildomar, CA 92595	TK-5	Monday-Friday 06:00PM
William Collier Elementary	20150 Mayhall Dr. Wildomar, CA 92595	TK-5	Monday-Friday 06:00PM
Withrow Elementary	30100 Adelo St. Lake Elsinore, CA 92530	TK-5	Monday-Friday 06:00PM
K-8 SCHOOLS & MIDDLE SCHOOLS			
School Name	**School Address**	**Grade Span**	**Dismissal Time**
Canyon Lake Middle School	33005 Canyon Hills Rd. Lake Elsinore, CA 92532	6-8	Monday-Friday 06:00PM
David A. Brown Middle School	21861 Grand Ave. Wildomar, CA 92595	6-8	Monday-Friday 06:00PM
Elsinore Middle School	1203 W. Graham Ave. Lake Elsinore, CA 92530	6-8	Monday-Friday 06:00PM
Lakeland Village School (K-8)	18730 Grand Ave. Lake Elsinore, CA 92530	TK-8	Monday-Friday 06:00PM
Luiseno School (K-8)	13500 Mountain Rd. Corona, CA 92883	TK-8	Monday-Friday 06:00PM
Terra Cotta Middle School	29291 Lake St. Lake Elsinore, CA 92530	6-8	Monday-Friday 06:00PM

SPECIAL CONDITIONS

I. SCHEDULE OF EVENTS

EVENT TIMELINE	
Advertise Proposals (#1)	March 20, 2026
Advertise Proposals (#2)	March 27, 2026
RFI Due Date	April 06, 2026 at 3:00 p.m.
RFP Due Date	April 14, 2026 at 3:00 p.m.
Invited Interview Dates	April 27, 2026 – May 01, 2026
Notice of Intent to Award Distributed	May 20, 2026
Contract presented for Governing Board Approval	June 11, 2026

II. PROPOSAL CONDITIONS

A. Contingencies

This Request for Proposal (RFP) does not commit District to award a contract. District reserves the right to accept or reject any or all proposals if District determines it is in the best interest of District to do so. District will notify all Proposers in writing, if District rejects all proposals. District also reserves the right to terminate this RFP process at any time. District will sign contracts with additional contingencies. In addition, District reserves the right to limit the scope of work, including scaling back the scope, removing sites and associated services, service substitutions and will not incur termination liability, as a result.

B. Acceptance or Rejection of Proposals

Proposals shall remain open, valid and subject to acceptance anytime within ninety (90) days after the proposal opening and up to the end of the agreement period. District reserves the right to reject any or all proposals. District realizes that conditions other than price are important and will award contract(s) based on the proposal that best meets the needs of District. While cost may not be the primary factor in the evaluation process, it is an important factor.

C. Best Value Evaluation Process

Cost is an important factor in the evaluation process, but the District is not obligated to accept the lowest cost proposal. At District's discretion, considerations other than price may factor into a decision as to which services (and product, if applicable) provide the best value to the District.

III. EVALUATION CRITERIA

District will evaluate each proposal received based upon the following criteria:

40 Points - Program Plan: Adequacy & completeness of the plan offered to address the Scope of Services.

- Clearly defined and detailed components of enrichment lessons for proposed category with grade level spans and differences in skill levels defined. Clear explanation of deliverables.
- Comprehensiveness of management and training of staff on the lessons and material
- Strategies and methods for performing proposed services and interacting with District EXCEL staff
- Identification of subject matter expert(s) assigned to perform the proposed services.

30 Points - Provider's Capabilities: The demonstrated ability of the vendor to provide services.

- Vendor relevant experience and level of knowledge
- List of references, Resume(s)
- Ability to provide all necessary materials and supplies
- Explanation of how the vendor is organized and how its resources will be utilized
- Adequate experience and capability to serve an organization as large as Lake Elsinore Unified School District.

30 Points - Financial Proposal: Reasonable and customary fees for providing services

PROPOSAL FORMS REQUIRED

(Forms for this information and instructions for these forms are included in this solicitation package.)
Failure to submit all forms with the Proposal may result in rejection of the Proposal.

- ☐ Proposal Form with signed Addenda Acknowledgment (if applicable)
- ☐ Information Required of Proposers
- ☐ References & Responsibility Information
- ☐ Non-Collusion Declaration
- ☐ Certificate of Workers Compensation
- ☐ Certificate Regarding Alcoholic Beverage and Tobacco-Free Campus Policy
- ☐ Certificate Regarding Drug-Free Workplace

PROPOSAL FORM

(*Must be submitted with proposal*)

TO: Lake Elsinore Unified School District, acting by and through its Governing Board, herein called the "DISTRICT":

Pursuant to and in compliance with your Notice Inviting Proposals and other documents relating thereto, the undersigned Proposer, having familiarized the terms of the contract, the Specifications, and other Documents, hereby proposes and agrees to perform, within the time stipulated, the Contract, including all of its component parts, and everything required to be performed, all in strict conformity with the specifications and other Contract Documents, including Addenda Nos. _____, and _____, if any, on file at the Purchasing Office of said DISTRICT for the prices set opposite the articles listed herein.

It is understood that the DISTRICT reserves the right to reject this Proposal in whole or in part; to waive informalities in the Proposals or bidding, and that this Proposal shall remain open and not be withdrawn for a period of one hundred eighty (180) days from the date prescribed for the opening of this Proposal.

It is understood that if samples are required, they are at the expense of the Proposer and at no cost to the District.

It is understood that the successful Proposer will be required to deliver:

EXCEL AFTER SCHOOL PROGRAM
RFP NO. 09-25/26

It is understood and agreed that if written notice of acceptance of this Proposal is mailed, telegraphed, or delivered to the undersigned within ninety (90) days after the opening of the Proposal, or at any time thereafter before this Proposal is withdrawn, the undersigned agrees that they will execute and deliver to the DISTRICT a contract in the form attached hereto in accordance with the Proposal as accepted, all within five (5) days after the receipt of notification of award, and that performance of the contract shall be commenced immediately by the undersigned Proposer, upon due execution and delivery to the DISTRICT of the Contract, and shall be completed by the Vendor in the time specified in the Agreement of said Contract Documents.

Notice of Acceptance or request for additional information should be addressed to the undersigned at the address stated below.

The Proposer (if applicable) has carefully examined the special conditions and scope of work for this project prepared and furnished by District and acknowledges their sufficiency.

Please review all terms and conditions of the proposal as vendor will be required to provide all the services listed.

The award will be made to the qualified proposer whose proposal meets the evaluation standards and is most advantageous to the district with price and all other factors considered. Please include any technological needs that may be required (ex. WiFi connections, student devices) so that the District can evaluate and determine if it has the capability to host the program or not.

EXCEL AFTER SCHOOL PROGRAM PRICES		
1) PROVIDE SERVICE COSTS FOR EACH CATEGORY, OR ANY COMBINATION OF CATEGORIES. 2) SERVICE COSTS SHOULD BE SUBMITTED AS HOURLY RATES TO ACCURATELY EVALUATE PROPOSAL. 3) PLEASE INCLUDE ANY ADDITIONAL COSTS REQUIRED FOR ONE CLASS TO OPERATE. 4) MULTIPLE CONTRACTS MAY BE AWARDED BASED ON THE RESULTS OF THIS RFP. **5) DISTRICT DOES NOT GUARANTEE A MINIMUM YEARLY CONTRACT AMOUNT.**		
CATEGORY 1 – SCIENCE, TECHNOLOGY, ENGINEERING, ART AND MATH (S.T.E.A.M.)		
ITEM	**DESCRIPTION**	**PROPOSED RATE**
1	HOURLY RATE FOR TK-K INSTRUCTION (3 HOUR MINIMUM):	$
2	HOURLY RATE FOR 1ST-8TH GRADE INSTRUCTION (3 HOUR MINIMUM):	$
3	ADDITIONAL OPERATING COSTS FOR ONE SITE (1 - 3 HOUR TIMEFRAME):	$
CATEGORY 2 – NUMERACY / MATH		
ITEM	**DESCRIPTION**	**PROPOSED RATE**
4	HOURLY RATE FOR TK-K INSTRUCTION (3 HOUR MINIMUM):	$
5	HOURLY RATE FOR 1ST-8TH GRADE INSTRUCTION (3 HOUR MINIMUM):	$
6	ADDITIONAL OPERATING COSTS FOR ONE SITE (1 - 3 HOUR TIMEFRAME):	$
CATEGORY 3 – ELA / LITERACY DEVELOPMENT		
ITEM	**DESCRIPTION**	**PROPOSED RATE**
7	HOURLY RATE FOR TK-K INSTRUCTION (3 HOUR MINIMUM):	$
8	HOURLY RATE FOR 1ST-8TH GRADE INSTRUCTION (3 HOUR MINIMUM):	$
9	ADDITIONAL OPERATING COSTS FOR ONE SITE (1 - 3 HOUR TIMEFRAME):	$
CATEGORY 4 – PHYSICAL FITNESS / SPORTS DEVELOPMENT		
ITEM	**DESCRIPTION**	**PROPOSED RATE**
10	HOURLY RATE FOR TK-K INSTRUCTION (3 HOUR MINIMUM):	$
11	HOURLY RATE FOR 1ST-8TH GRADE INSTRUCTION (3 HOUR MINIMUM):	$
12	ADDITIONAL OPERATING COSTS FOR ONE SITE (1 - 3 HOUR TIMEFRAME):	$
CATEGORY 5 – SOCIAL EMOTIONAL DEVELOPMENT		
ITEM	**DESCRIPTION**	**PROPOSED RATE**
13	HOURLY RATE FOR TK-K INSTRUCTION (3 HOUR MINIMUM):	$
14	HOURLY RATE FOR 1ST-8TH GRADE INSTRUCTION (3 HOUR MINIMUM):	$
15	ADDITIONAL OPERATING COSTS FOR ONE SITE (1 - 3 HOUR TIMEFRAME):	$
CATEGORY 6 – VISUAL & PERFORMING ARTS		
ITEM	**DESCRIPTION**	**PROPOSED RATE**
16	HOURLY RATE FOR TK-K INSTRUCTION (3 HOUR MINIMUM):	$
17	HOURLY RATE FOR 1ST-8TH GRADE INSTRUCTION (3 HOUR MINIMUM):	$
18	ADDITIONAL OPERATING COSTS FOR ONE SITE (1 - 3 HOUR TIMEFRAME):	$

I, the below-indicated Proposer, declare under penalty of perjury that the information provided and representations made in this Proposal are true and correct.

Submitted by: _____ Date: _____
Company Name

_____
Address

_____

_____

_____
Signature

_____
Print Name

_____
Title

_____
Phone number Fax number

_____
Email

INFORMATION REQUIRED OF PROPOSER

(Must be submitted with proposal)

The Proposer shall furnish all the following information accurately and completely. Additional sheets may be attached if necessary. "You" or "your" as used herein refers to the Proposer's firm and any of its owners, officers, directors, shareholders, parties or principals. District has discretion to request additional information.

1. Firm name and address:

_____

_____

_____

2. Telephone:

_____

3. Type of firm: (check one)
Individual_____Partnership_____ Corporation_____

4. Have you or any of your principals ever been licensed under a different name or different license number? (Response must include information pertaining to principals, association outside of the firm bidding this Project). _____ If yes, give name and license number.

_____

5. Names and titles of all principles of the firm:

_____

_____

_____

6. Number of years as a vendor/service provider in this type of work: _____

PROPOSER REFERENCES AND RESPONSIBILITY INFORMATION

(*Must be submitted with proposal*)

The District expressly reserves the right to reject the proposal of any Proposer who, upon investigation, has been determined to fail to complete similar contracts in a timely fashion or in a satisfactory manner. Such rejection would, if applicable, be based upon the principle that the Proposer is "non-responsible" and poses a substantial risk of being unable to complete the work in a cost-effective, professional and timely manner.

FAILURE TO FURNISH THE REFERENCES (IN THE COMPLETE FORMAT REQUIRED) MAY CAUSE YOUR PROPOSAL TO BE REJECTED AS NON-RESPONSIVE.

EXAMPLE: Your references should be listed in the following format (facts are example only)

Work for X Y Z Unified school District
Phone # (222) 123-4567
999 Holly Drive, L.A., CA 92000
Contact: J.Q. Jones III at above #

Reference: #1
District or Entity:_____ Phone #:_____
Address:_____
Name of Contact:_____

Reference: #2
District or Entity:_____ Phone #:_____
Address:_____
Name of Contact:_____

Reference: #3
District or Entity:_____ Phone #:_____
Address:_____
Name of Contact:_____

Reference: #4
District or Entity:_____ Phone #:_____
Address:_____
Name of Contact:_____

Reference: #5
District or Entity:_____ Phone #:_____
Address:_____
Name of Contact:_____

NON-COLLUSIVE BIDDING DECLARATION

(*Must be submitted with proposal*)

I, _____ declare as follows:

That I am the _____ of _____ the party making the attached bid; that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding, that 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, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in this bid are true, and, further, that the bidder has not, directly or indirectly, submitted his bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed the _____ day of _____, 20____, at _____,

_____

Signature of Bidder

CERTIFICATE REGARDING WORKERS' COMPENSATION

(*Must be submitted with proposal*)

Labor Code section 3700 in relevant part provides:
Every employer except the State shall secure the payment of compensation in one or more of the following ways:

By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to employees.

For any county, city, city and county, municipal corporation, public district, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702.

I am aware of the provisions of Labor Code section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provision before commencing the performance of the work of this Contract.

_____
(Signature)

_____
(Print)

_____
(Date)

In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and submitted with the Vendor's bid.

CERTIFICATE REGARDING ALCOHOLIC BEVERAGE & TOBACCO-FREE CAMPUS POLICY

(*Must be submitted with proposal*)

The VENDOR agrees that it will abide by and implement the DISTRICT's Alcoholic Beverage and Tobacco-Free Campus Policy, which prohibits the use of alcoholic beverages and tobacco products, at any time, on DISTRICT-owned or leased buildings, on DISTRICT property and in DISTRICT vehicles. The VENDOR shall procure signs stating "ALCOHOLIC BEVERAGE AND TOBACCO USE IS PROHIBITED" and shall ensure that these signs are prominently displayed in all entrances to school property at all times.

DATE:_____

_____
VENDOR

By:_____
Signature

CERTIFICATE REGARDING DRUG-FREE WORKPLACE

(*Must be submitted with proposal*)

This Drug-Free Workplace Certification form is required from Vendors pursuant to the requirements mandated by Government Code section 8350 et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any State agency must certify that it will provide a drug-free workplace by performing certain specified acts. In addition, the Act provides that each contract or grant awarded by a State agency may be subject to suspension of payments or termination of the contract or grant, and the Vendor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

Pursuant to Government Code section 8355, every person or organization awarded a contract or grant from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

1. Publishing a statement, notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace, and specifying actions which will be taken against employees for violations of the prohibition.

2. Establishing a drug-free awareness program to inform employees about all of the following:

   a. The dangers of drug abuse in the workplace;
   b. The person's or organization's policy of maintaining a drug-free workplace;
   c. The availability of drug counseling, rehabilitation and employee-assistance programs; and
   d. The penalties that may be imposed upon employees for drug abuse violations;

3. Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will (a) publish a statement notifying employees concerning the prohibition of controlled substance at the workplace, (b) establish a drug-free awareness program, and (c) require each employee engaged in the performance of the contact be given a copy of the statement required by section 8355(a) and require such employee agree to abide by the terms of that statement.

I also understand that if the Lake Elsinore Unified School District determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350 et seq.

I acknowledge that I am aware of the provisions of Government Code section 8350 et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

DATE:_____ _____

VENDOR

By:_____

Signature

DISTRICT SERVICE CONTRACT

(Sample for reference)

LAKE ELSINORE UNIFIED SCHOOL DISTRICT
545 Chaney Street Lake Elsinore, CA 92530 (951) 253-7000

THIS CONTRACT made and entered into this **1 day of July 2026** in the County of Riverside, State of California, by and between LAKE ELSINORE UNIFIED SCHOOL DISTRICT, hereinafter referred to as "DISTRICT" or "OWNER" and **(Insert Vendor)** hereinafter referred to as "VENDOR" or "CONTRACTOR".

WITNESSETH: The parties do hereby contract and agree as follows:

1. Scope of Services

The Vendor shall provide the DISTRICT the following: EXCEL After School Program, RFP 09-25/26.
For a detailed Scope of Work and Pricing, refer to Request for Proposal dated (Insert Date)

Schedules are subject to increases or decreases in hours/activities based on student enrollment.

2. Performance of Services

The Vendor agrees to perform the services described above. Vendor will determine the means, manner, method, and details of performing the Services. Vendor shall be responsible for providing the materials, tools, and transportation necessary for the performance of the services. Vendor may, at Vendor's own expense, use non-District employees to perform the Services under this Agreement.

Vendor represents that Vendor has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of the District. Vendor shall be solely responsible for the professional performance of the services, and shall receive no assistance, direction, or control from District.

3. Contract Term

The term of this contract shall be effective on the **July 01, 2026** and shall continue through **June 30, 2027.**
This Agreement may also be terminated by either party giving thirty (30) days' written notice of termination to the other party.

4. Termination of Contract

District may terminate this Contract for Services for cause upon thirty (30) days' written notice to the Vendor in the event of a substantial failure of performance by the Vendor, including insolvency of the Vendor and will be relieved of all obligations under this Contract should Vendor fail to perform any of the terms and conditions hereof at the time and places set forth herein. In the event of such termination, Vendor shall be paid the reasonable value of services rendered up to the date of such termination, less any payments theretofore made, as determined by District, and the Vendor hereby expressly waives any and all claims for damages or compensation arising under this contract in the event of such termination except as set forth herein. t.

5. Compensation

Payment Schedule as follows: Payment will be made within thirty (30) days of receipt of invoice and acceptance of Services by the **Assistant Superintendent of Student & Instructional Support Services.**

6. Insurance

The District requires the following insurance limits:

A. General Liability – Policy Limits $1,000,000

B. Automobile Insurance - Policy limits $1,000,000

C. Workers Compensation - California State Minimum Requirements

D. Professional Liability - Policy Limits $1,000,000.00 per incident, $2,000,000 Aggregate

E. Sexual Abuse/Molestation Insurance – Policy Limits $1,000,000.00 per incident

Additional Insured: With the exception of Workers' Comp., **ALL** policies shall name District and its officers, agents, and employees and the "Additional Insured Endorsement" form MUST be attached (Sample attached). L.E.U.S.D. reserved the right to verify insurance coverage with policy holder.

Endorsements: Must be attached to the Certificate.

Certificate Holder must state: Lake Elsinore Unified School District
545 Chaney Street
Lake Elsinore CA 92530

7. Terms and Conditions

The Contract includes the terms and conditions as printed and set forth herein, and the Vendor, by executing this Agreement, agrees to comply with such Terms and conditions.

8. Permits and Licenses

The Vendor and all of his employees or agents shall secure and maintain in force such license and permits as are required provide such services in conformity with the laws of the State of California.

9. Vendor Certification Regarding Background Checks

Vendor shall obtain a criminal history clearance in conformance with California Education Code Section 45122.1 through the California Department of Justice fingerprint program. The firm shall not permit any employee to perform services at a school campus until the California Department of Justice has determined that the employee has not been convicted nor has criminal charges pending of a felony offence as defined in the Education Code section 45122.1. The Vendor shall submit a signed certification regarding employee background checks in accordance with Education Code section 45125.1 prior to allowing any employee on District property.

10. Acknowledgment of Proposal and Purchase Order Guidelines

All Proposals, Estimates and Quotes may only be signed by a designated District Representative. No work is to commence or goods are to be ordered until you have received a signed Purchase Order from the Lake Elsinore Unified School District. The District will not be responsible for orders processed without the signed Purchase Order.

IN WITNESS WHEREOF, the parties hereto have subscribed to the Agreement, including all contract documents indicated below:

- ☐ W-9
- ☐ Specifications and scope of work printed above
- ☐ Liability, Auto, Professional Liability & Workers' Compensation Insurance Certificates (Must be submitted to District ***prior*** to commencing work)
- ☐ Terms & Conditions
- ☐ **Fingerprinting/Background Checks Guidelines** – *(Attached)*
- ☐ **Employee List** – *(Attached)*
- ☐ **Acknowledgment of Proposal and Purchase Order Guidelines** – *(Attached)*
- ☐ Purchase Order #:_____ (completed by District)

VENDOR	DISTRICT
_____	_____
Authorized Signature	Authorized Signature
_____	_____
Print Name	Print Name
_____	_____
Title	Title
_____	_____
Date	Date
_____	
Email	
_____	
Company Name	
_____	
Address	
_____	
City/State	
_____	
Tax ID Number	
_____	
License Number	

TERMS AND CONDITIONS

1. **EQUIPMENT AND LABOR:** The Vendor shall furnish all tools, equipment, apparatus, facilities, transportation, labor and material necessary to furnish the service herein described. The service is to be performed at such times and places as directed by, and subject to, the approval of the authorized District representative indicated
2. **SAFETY AND SECURITY** It shall be the responsibility of the Vendor to ascertain from the District, the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.
3. **DEFAULT BY VENDOR**: Failure to comply with any of the terms and conditions of this contract shall constitute default by the Vendor.
4. **CONTRACT CHANGES** No changes or alterations to this contract shall be made without specific prior approval by the District, and in no event shall the change or alteration exceed ten percent (10%) of Contract and/or Purchase Order.
5. **DOCUMENT CONFLICT:** In case of conflict between specifications and drawings and/or actual site conditions, resolution must be made by an authorized District representative.
6. **ANTI-DISCRIMINATION:** It is Policy of the Lake Elsinore Unified School District Board of Education, that in connection with all work performed under Construction and Purchasing Contracts, there be no discrimination against any employee engaged in the work because of race, color, ancestry, age, sex, sexual orientation, national origin, religious creed, marital status, disability, medical condition and therefore, the Vendor agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment Practice Act beginning with Labor Code Section 1735. In addition, the Vendor agrees to require like compliance by all sub-vendors employed on the work by him.
7. **VENDOR SUPERVISION:** Vendor shall provide competent supervision of personnel employed on the job, use of equipment and quality of workmanship.
8. **PROTECTION OF WORK & PROPERTY**: The Vendor shall erect and properly maintain at all times, as required by conditions and progress of work all necessary safe-guards, signs, barriers, lights and watchman for protection of workmen and the public and shall post danger signs warning against hazards created by such features in the course of construction. In an emergency affecting life and safety of life or of work adjoining property, Vendor, without special instruction or authorization from District, is permitted to act, at his discretion, to prevent such threatened loss or injury.
9. **ACCESS TO WORK:** District representative shall at all times have access to work wherever it is in preparation or progress. Vendor shall provide safe and proper facilities for such access.
10. **ASSIGNMENT OF CONTRACT AND/OR PURCHASE ORDER:** The Vendor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the District.
11. **OCCUPANCY:** District reserves the right to occupy buildings at any time before contract completion and such occupancy shall not extend the date specified for Completion of the work.
12. **FORCE MAJEURE CLAUSE**: The parties to the Agreement shall be excused from performance thereunder during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, loss or shortage of transportation facilities, lockout, commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the District, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.
13. **HOLD HARMLESS CLAUSE**: The Vendor agrees to and does hereby indemnify and hold harmless the District, its officers, agents, and employees from every claim or demand made and every liability, loss, damage or expense of any nature whatsoever which may be incurred by reason of:
    A. Liability for damage for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Vendor or any person, firm or corporation employed by the Vendor upon or in connection with the work called for in this Agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, agents, employees or whomever are directly employed by the District, and;
    B. Any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Vendor, or any person, firm, or corporation employed by the Vendor, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off school district property, if the liability arose from the negligence or willful misconduct of anyone employed by the Vendor, whether directly or by independent contract.
    C. The Vendor, at his own expense, cost and risk shall defend any and all actions, suits or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim, demand or liability and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.
    D. Any liability which may arise from the furnishing or use of any copyrighted composition, secret process, or patented or unpatented invention, under the Contract or Purchase Order.
14. **INSURANCE:** The Vendor shall maintain adequate insurance to protect him from claims under Workers' Compensation and from claims for damages for personal injury, including death, and damage to property, which may arise from operations under the purchase order. The Vendor will be required to file with the District, certificates of insurance naming the District as Additional Insured". Failure to furnish such evidence, if required, may be considered default by the Vendor.
15. **PAYMENT:** Unless otherwise specified, the Vendor shall render invoices in triplicate for materials delivered or services performed under the Contract. The District shall make payment for materials, supplies or other services furnished under this Contract within a reasonable and proper time after acceptance thereof by the authorized District representative.
16. **PERMITS AND LICENSES:** The Vendor and all of his employees or agents shall secure and maintain in force such license and permits as are required by law, in connection with the furnishing of materials, supplies or services herein listed.
17. **VENDOR NOT OFFICER. EMPLOYEE OR AGENT OR DISTRICT:** While engaged in carrying out the terms and conditions of the purchase order or contract, the vendor is an independent vendor and not an officer, employee or agent of the District.
18. **CLEAN-UP:** Debris shall be removed from the premises. Job-site shall be free of debris at all times when work is not actually being performed.
19. **CONDITIONS:** The Vendor is hereby notified of Public Contract Code Section 7104 which requires the Vendor to notify the District in writing of: (1) any material the vendor believes may be hazardous waste; (2) subsurface or latent physical conditions at the site differing from those indicated; (3) unknown physical conditions of any unusual nature, different materially from those ordinarily encumbered and generally recognized as inherent in work of the character provided for in the contract.
20. **LIQUIDATED DAMAGES:** If the Vendor fails to comply with the terms and conditions of this contact in its entirety, the District reserves the right to cancel the contract, or any portion thereof, and procure the materials or services from other sources and deduct from any unpaid balance due to the Vendor any excess costs so paid.
21. **ASBESTOS NOTIFICATION**: This is to advise you of the availability of information relative to the location(s) of asbestos-containing building materials (ACBM) which your employees may come in contact with while performing services for the DISTRICT. Existing federal law, as contained in 40 CFR, Part 763.84 (d) mandates that your workers be provided with this information before starting any work in these areas. Each documents for their work location. The DISTRICT assumes no responsibility for providing these workers with training or protective equipment which may be required by any federal, state or local regulation enforcement agency.
22. **VENDOR CERTIFICATION REGARDING BACKGROUND CHECKS:** The Vendor acknowledges that the work to be performed under this contract will be done in schools and that it is possible that students may be in the immediate area at any time. Vendor shall advise all employees to use care, respect and discretion when working in these surroundings. The Vendor shall submit a signed certification regarding employee background checks in accordance with Education Code section 45125.1 prior to allowing any employee on District property.

CERTIFICATION REGARDING BACKGROUND CHECKS

_____ certifies that it has performed one of the following:
[Name of Vendor/Contractor]

(Check *ALL* that apply)

☐ Pursuant to Education Code section 45125.1, Vendor has conducted criminal background checks, through the California Department of Justice, of all employees providing services to the Lake Elsinore Unified School District, pursuant to the contract/purchase order dated _____, and that none have been convicted of serious or violent felonies, as specified in Penal Code sections 1192.7(c) and 667.5(c), respectively.

☐ Pursuant to Education Code section 45125.2, Vendor will ensure the safety of pupils by one or more of the following methods:

☐ (1) The installation of a physical barrier at the worksite to limit contact with pupils.

☐ (2) Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

☐ (3) In accordance with Education Code Section 45125.1, subdivision c, the District has determined that this contract is not subject to Education Code Section 45125.1 (a), because the Vendor's employees, including the employees of any subcontractor, will have only "limited contact" with pupils on the site. Justifications are as follows:

_____ Work will be performed on a day or days when school is not in session (holidays, weekend or non-teaching days – may not include after school hours).

_____ Other, describe:_____

_____

(None of the above apply)

☐ The site supervisor assigned to the project must contact the Safety & Risk Department, for the State of California "Request for Live Scan Service" form, and a list of agencies that provide fingerprinting services. Contact: 951-253-7180 to set up an appointment.

As further required by Education Code section 45125.1, a list of the names of the employees of the undersigned who may come in contact with pupils must be attached.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Date_____, 20____

_____
[Printed Name of Vendor/Contractor]

_____
[Vendor/Contractor Signature]

_____
[Title]

EMPLOYEE LIST

(INSERT NAMES OF EMPLOYEES WHO MAY COME IN CONTACT WITH PUPILS)

Per Education Code section 45125.1, a list of the names of the employees of the undersigned who may come in contact with pupils must be listed.

1. Site Supervisor: _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Vendor/Contractor:

Company: _____

Name: _____

Signature: _____

Title: _____

Date: _____

VENDOR/CONTRACTOR ACKNOWLEDGEMENT OF PROPOSAL AND PURCHASE ORDER GUIDELINES

Effective immediately, all Proposals, Estimates and Quotes must only be signed by the following individuals:

- James Judziewicz, Assistant Superintendent, Facilities & Operations Support Services

Any other signatures than those noted above are null and void and do not guarantee acceptance or approval of the proposed services and/or materials.
Furthermore, no work is to commence or goods are to be ordered until you have received a signed Purchase Order from the Lake Elsinore Unified School District. The District will not be responsible for orders processed without the signed Purchase Order.

We appreciate your cooperation in this matter and look forward to doing business with you. Should you have any questions, please contact the Purchasing Department at 951.253.7040.

Date_____, 20____

_____
[Printed Name of Vendor/Contractor]

_____
[Vendor/Contractor Signature]

_____
[Title]

LAKE ELSINORE UNIFIED SCHOOL DISTRICT

2026-2027 SCHOOL YEAR CALENDAR

July 2026

	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
A																																
B																																22

August 2026

	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
A							T			T																						
B							T			T																						15

September 2026

	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
A																															
B																															21

October 2026

	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
A																												PD				
B																												PD				21

November 2026

	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
A																															
B																															15

December 2026

	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
A																								ND								
B															M	M	M							ND								14

January 2027

	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
A											T	PD																				
B											T	PD																				12

February 2027

	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
A																																
B																																18

March 2027

	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
A																												E				
B																												E				20

April 2027

	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
A																															
B																															20

May 2027

	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
A																																
B																																20

June 2027

	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
A																															
B		M	M	M																											4

1st Semester 86

2nd Semester 94

LEUSD - Key to the Above Calendar			
	Weekends	A	K-5 & K-8 Schedules
	Holidays	B	MS & HS Schedule
T	Teacher Work Day	M	HS - Assessment Minimum Day
	Day of Student Attendance		Late Start/Early Release
	Intersession		No School
PD	Professional Development	ND	District Non Work Day
		Board Approved [DATE]	

DISTRICT HOLIDAYS (16 DAYS)					
1	Independence Day	July 3, 2026	9	CSEA Floating	Dec. 30, 2026
2	Labor Day	Sept. 7, 2026	10	Admission Day	Dec. 31, 2026
3	Veterans Day	Nov. 11, 2026	11	New Year's Day	Jan. 1, 2027
4	Thanksgiving Day	Nov. 26, 2026	12	Martin L. King Day	Jan. 18, 2027
5	Local Holiday	Nov. 27, 2026	13	Lincoln's B-Day	Feb. 12, 2027
6	Christmas Day	Dec. 25, 2026	14	Presidents' Day	Feb. 15, 2027
7	CSEA Floating	Dec. 28, 2026	15	Memorial Day	May 31, 2027
8	CSEA Floating	Dec. 29, 2026	16	Juneteenth Day	June 18, 2027