LAKE ELSINORE UNIFIED SCHOOL DISTRICT
ADDENDUM NUMBER ONE
EXCEL AFTER SCHOOL PROGRAM
RFP NO. 09-25/26

April 09, 2026

General: The following changes, additions and clarifications have been made to the original Documents for the above referenced project and shall be incorporated into the Proposer's response. All project documents provided with, and referenced in, the District's **RFP No. 09-25/26**, including contract documents and specifications (collectively, the "Proposal Documents") shall remain unchanged with the exception of those elements added, revised, deleted, or clarified by this Addendum. In case of conflict between the Proposal Documents and this Addendum, this Addendum shall govern and shall supersede any term in the Proposal Document that contradicts or otherwise clashes with this Addendum.
All Proposers must acknowledge receipt of Addendum Number One on the Proposal Form.
Failure to do so may subject Proposer to disqualification.

DISTRICT CLARIFICATION:

Proposal Submittal Deadline – April 14, 2026 at 3:00 p.m.
There was a discrepancy between the submission times listed on the Cover Page & Notice Inviting Proposal and in the Instructions To Proposers - Section D (page 4).

ANSWERS TO REQUESTS FOR CLARIFICATIONS:
(26 RFI's were received)

Q: Does the District have existing student survey data regarding preferences for enrichment programming that can be shared? *(Think Together)*

A: The District does not currently have student survey data regarding preferences for enrichment programming.

Q: May proposers submit multiple pricing worksheets to reflect different pricing options within each category? *(Think Together)*

A: The District is requesting hourly rates from proposers to allow for efficient cost comparison & evaluation between proposals submitted. Multiple pricing worksheets reflecting different pricing options will make it difficult to complete that comparison.

Q: Can the District provide anticipated Average Daily Attendance (ADA) estimates for each site? *(Think Together)*

A: The Average Daily Attendance (ADA)for each site varies but typically ranges from 160 - 250.

Q: While reviewing the RFP we noticed language stating that offsite program may be needed, can you confirm vendors will be operating on district campuses? *(Think Together)*

A: Programs will be operating on district campuses in partnership with District EXCEL Staff.

Q: Is there an option to receive an initial deposit upon contract execution? *(Think Together)*

A: No, payment must be made after services are rendered. The District cannot Pre-Pay for services.

Q: Can you confirm the invoice requirements listed on Page 5, or share a sample billing description? *(Think Together)*

A: In order to efficiently process invoices the District expects monthly invoices accompanied with a log of employee names, hours and site serviced for each day. This will ensure that invoice amounts are verified and submitted promptly to our accounting department for payment processing.

Q: Would the District consider allowing semi-monthly invoicing aligned with payroll cycles to help support timely cash flow? *(Think Together)*

A: No, monthly invoices after services are rendered are required.

Q: Is there a certain section of my proposal where I expound about my program? Or a Proposal Outline that is preferred to submit my proposal? *(PeacemakerZ Poetry Experience Program)*

A: The District does not have a Proposal Outline. Additional Program Information is expected to be included with your submitted proposal in any format.

Q: The RFP states "Programs should be between 3 and 6 hours per day" - are different groups of students rotating clubs every 45 minutes to an hour or are after school providers hosting the same students and same club for 3- 6 hours? *(Yogativity Learning)*

A: For the intents and purposes of this RFP, please submit an hourly rate along with the operating cost of a typical class. If your class is typically an hour, then include the operating cost of 3 classes in the proposal along with the hourly rate. If your class is typically 3 hours, then include the operating cost or one class.

Q: The RFP mentions "snack support" - could you please clarify who supplies the snack and if the vendor should include a snack budget in response? *(Yogativity Learning)*

A: The District will supply the snacks for students. Vendors will be responsible for taking students through the snack line and allowing them time to eat snack.

Q: The RFP mentions Staff is required to attend monthly staff meeting and a training week – how many hours is the monthly meeting and how many hours is the training? *(Yogativity Learning)*

A: The start up training will occur at the site before the first day and will be approximately 5 hours. Monthly staff meeting are typically 1 hour per month. Staff Meetings and Training Hours may vary. The District is requesting Hourly Rates from Proposers to ensure those hours are compensated accordingly.

Q: Are vendors expected to function primarily as enrichment providers delivering specialized classes, or as instructional/support staff integrated into the daily after-school program structure? Is this a HYBRID situation where staff should be able to do both functions? *(Arc)*

A: Both functions may be requested. For the intents and purposes of this RFP, please submit an hourly rate along with the operating cost of a typical class.

Q: To what extent are vendors responsible for general program duties such as supervision, transitions, snack distribution, and attendance, versus focusing solely on delivering enrichment content? *(Arc)*

A: Please refer to the Scope Of Services (page 2) of the RFP. Expected services are outlined.

Q: Should proposed staffing models and pricing reflect a classroom-based enrichment model, or a broader program staffing model aligned with EXCEL site operations? *(Arc)*

A: The District is requesting hourly rates for classroom-based enrichment mode from proposers to allow for efficient cost comparison & evaluation between proposals submitted.

Q: Are proposed hourly rates intended to represent the cost per instructor, or the cost to deliver services to a full student group/class? If a full group, how many students is considered "a full group"? *(Arc)*

A: It is the cost per instructor with the amount to deliver to a group of up to 20:1 in 1st - 8th and 10:1 in TK/K built into the hourly rate.

Q: Should vendors assume specific student group sizes when calculating hourly rates, particularly given the required ratios of 10:1 for TK/K and 20:1 for grades 1–8? *(Arc)*

A: Yes, it is the cost per instructor with the amount to deliver to a group of up to 20:1 in 1st -8th and 10:1 in TK/K built into the hourly rate.

Q: If staffing needs vary by grade level (e.g., TK/K requiring additional staff to meet ratio requirements), may vendors define their hourly rate based on a specified number of students or staffing model and should we just footnote that in the pricing chart? (*Arc)*

A: The proposal form contains different sections for TK/K and 1st – 8th grade.

Q: Based on the scope, we believe our program may align with multiple categories. Please let me know if there is a preferred category or if multiple selections are acceptable? *(Lift Enrichment)*

A: Multiple categories are acceptable.

Q: Are we able to add a cover letter? Is the section "info required of proposers "where we add the narrative to address scope and evaluation factors? I do not see any specific questions that relate to that, so I wanted to make sure I wasn't missing anything. I know we can add pages, but is there a page restriction for this? (*Work Ed)*

A: Cover letters are encouraged. There is no restriction on pages included with your proposal submittal.

Q: Can I add extra sheets for the budget page, as we have more than 1 price per category? *(Work Ed)*

A: Yes you can add additional sheets to the budget page. Please keep in mind that he District is requesting hourly rates from proposers to allow for efficient cost comparison & evaluation between proposals.

Q: For addressing the Evaluation Criteria, should we submit pages with corresponding answers where relevant along with the Required Proposal Forms as our full proposal? (*Professor Egghead)*

A: Yes, you are encouraged to include additional pages. There is no restriction on pages included with your proposal submittal.

Q: Is there a format the District would like for addressing the Evaluation Criteria? (*Professor Egghead)*

A: The District does not have a specific format for additional pages included with your proposal submittal.

Q: What are examples of deliverables the District would like to receive to evaluate our Program Plan? (*Professor Egghead)*

A: The District does not have a specific format for additional pages included with your proposal submittal. Please include as many additional pages with your proposal.

Q: May we include any appendices such as lesson plans, alignments, and the like? (*Professor Egghead)*

A: Yes, you are encouraged to include additional pages. There is no restriction on pages included with your proposal submittal.

Q: How does the District define subject matter expert(s)? (*Professor Egghead)*

A: A subject matter expert can be defined as an employee qualified to lead/teach a class of students (Instructor, Coach, etc.).

Q: Questions: Are you also accepting bids for single enrichment programs? Or just sole source providers? (*Rainbow Chefs Academy*

A: We are accepting proposals for both.

Attachments: Eleven (11) Request For Clarification Emails

END OF ADDENDUM NUMBER ONE

From: Feleciah Sims Ware
To: Ricardo Felix; Lacy Vanderboom
Subject: Clarification on submission deadline for EXCEL AFTERSCHOOL PROGRAM RFP 09-25/26
Date: Tuesday, April 7, 2026 10:01:34 AM

Dear Purchasing Services ,

On behalf of HeyTutor, I am writing to request clarification regarding the submission deadline for the EXCEL AFTERSCHOOL PROGRAM RFP. We did not see an Addendum posted and wanted to reach out.

We noted a discrepancy between the submission times listed on the Cover Page and in Section D (page 4). Could you please confirm the correct time for submission?

Thank you for your assistance.

Best regards,

Feleciah Sims Ware

From:	Lainey Mulligan
To:	Ricardo Felix
Cc:	Lacy Vanderboom; Christian Kazianka
Subject:	Questions Regarding RFP NO. 09-25/26
Date:	Thursday, March 26, 2026 3:00:58 PM
Attachments:	Outlook-signatureI Outlook-signatureI

Good afternoon,

We are currently composing a response to RFP NO. 09-25/26 and had a few questions:

1. Does the District have existing student survey data regarding preferences for enrichment programming that can be shared?
2. May proposers submit multiple pricing worksheets to reflect different pricing options within each category?
3. Can the District provide anticipated Average Daily Attendance (ADA) estimates for each site?
4. While reviewing the RFP we noticed language stating that offsite program may be needed, can you confirm vendors will be operating on district campuses?

We appreciate your clarification! Thank you!

Lainey Mulligan
Project Manager
C: 714.653.3261
E: Lainey.mulligan@thinktogether.org



From:	Christian Kazianka
To:	Ricardo Felix
Cc:	Lacy Vanderboom; Lainey Mulligan; Jenny Tran-Sanchez
Subject:	Re: Questions Regarding RFP NO. 09-25/26
Date:	Tuesday, March 31, 2026 4:22:46 PM
Attachments:	Outlook-signatureI Outlook-tvzkej4u.png

Hi Ricardo,

Thank you for letting us know! Can we also submit the following questions?

- Is there an option to receive an initial deposit upon contract execution?
- Can you confirm the invoice requirements listed on Page 5, or share a sample billing description?
- Would the District consider allowing semi-monthly invoicing aligned with payroll cycles to help support timely cash flow?

Thank you in advance!

Christian Kazianka
Business Development Coordinator
C: 805.757.8787
E: christian.kazianka@thinktogether.org

think TOGETHER 25 YEARS OF IMPACTING STUDENTS

Book time to meet with me

From: Jo-Ann Hoye
To: Ricardo Felix; Lacy Vanderboom
Subject: RFP Question - Where do I expound upon my project?
Date: Monday, April 6, 2026 2:56:22 PM

Good Afternoon!

Is there a certain section of my proposal where I expound about my program?

Or a Proposal Outline that is preferred to submit my proposal?

Thanks in advance for your assistance in this matter!

Jo-Ann Hoye
PeacemakerZ Poetry Experience Program
Consultant

From: Kelly Beverly
To: Ricardo Felix; Lacy Vanderboom
Subject: Request for Clarification RFP 09-25/26 EXCEL After School
Date: Thursday, April 2, 2026 1:56:51 PM

Hello,

I hope all is well. Requests for clarification on on RFP 09-25/26 please:

The RFP states "Programs should be between 3 and 6 hours per day" - are different groups of students rotating clubs every 45 minutes to an hour or are after school providers hosting the same students and same club for 3- 6 hours?

The RFP mentions "snack support" - could you please clarify who supplies the snack and if the vendor should include a snack budget in response?

The RFP mentions Staff is required to attend monthly staff meeting and a training week - how many hours is the monthly meeting and how many hours is the training?

We are honored to have the opportunity to participate in the RFP and looking forward to responding. Thank you so much!

Thank you,
Kelly

Kelly Beverly
Executive Director
M (831) 877-0730
Kelly@YogativityLearning.com
www.yogativitylearning.com

From: Cyndy Drummey
To: Ricardo Felix
Cc: Lacy Vanderboom
Subject: RFP# 09-25/26 QUESTION
Date: Sunday, April 5, 2026 11:21:49 AM

- Are vendors expected to function **primarily** as enrichment providers delivering specialized classes, or as **instructional/support staff** integrated into the daily after-school program structure? Is this a HYBRID situation where staff should be able to do both functions?
- To what extent are vendors responsible for general program duties such as supervision, transitions, snack distribution, and attendance, versus focusing solely on delivering enrichment content?
- Should proposed staffing models and pricing reflect a classroom-based enrichment model, or a broader program staffing model aligned with EXCEL site operations?

Cyndy Drummey
310/415-2005



From: Cyndy Drummey
To: Ricardo Felix
Cc: Lacy Vanderboom
Subject: RFP# 09-25/26 QUESTION
Date: Sunday, April 5, 2026 10:55:18 AM

Can the District clarify how hourly rates should be structured in relation to staffing ratios and student group sizes?
Specifically:

- Are proposed hourly rates intended to represent the cost per instructor, or the cost to deliver services to a full student group/class? If a full group, how many students is considered "a full group"?
- Should vendors assume specific student group sizes when calculating hourly rates, particularly given the required ratios of 10:1 for TK/K and 20:1 for grades 1–8?
- If staffing needs vary by grade level (e.g., TK/K requiring additional staff to meet ratio requirements), may vendors define their hourly rate based on a specified number of students or staffing model and should we just footnote that in the pricing chart?

Cyndy Drummey
310/415-2005



From:	Gaby Rodriguez - Program Manager
To:	Ricardo Felix
Cc:	Lacy Vanderboom
Subject:	EXCEL RFP 09-25/26 – Category Clarification
Date:	Monday, March 23, 2026 3:17:42 PM
Attachments:	ab6e8092-e0ab-412d-adf7-87f22a869758.png

Hi Ricardo,

I hope you're doing well.

I'm reaching out regarding the EXCEL After School Program RFP No. 09-25/26. We specialize in delivering healthy afterschool culinary programs and are interested in submitting.

Could you please confirm which category our services would fall under? Based on the scope, we believe our program may align with:

Category 1 – S.T.E.A.M. (hands-on cooking tied to science and math concepts)
Category 5 – Social Emotional Development (collaboration, confidence, and life skills)

Please let me know if there is a preferred category or if multiple selections are acceptable.

Thank you in advance, and I look forward to your guidance.

Kind Regards,



Gaby Rodriguez
Program Manager, LIFT Enrichment
www.LIFTenrichment.com, After-School Cooking Classes for Kids
(646) 290-7223 | (323) 325-5776 | (310) 890-8704 ext. 10 | pm@liftenrichment.com
Meet our team: Schedule a time on the Calendar
Facebook | Instagram | Website | LinkedIn

From: Amanda Burt
To: Ricardo Felix
Cc: Lacy Vanderboom
Subject: RFP NO. 09-25/26 - Request for Clarifications
Date: Monday, March 23, 2026 3:57:35 PM

Good afternoon Ricardo,

I have a few initial questions regarding the RFP as follows:

- Are we able to add a cover letter?
- Is the section **“info required of proposers** "where we add the narrative to address scope and evaluation factors? I do not see any specific questions that relate to that, so I wanted to make sure I wasn't missing anything. I know we can add pages, but is there a page restriction for this?
- Can I add extra sheets for the budget page, as we have more than 1 price per category?

Thank you! Amanda

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Amanda Burt
Work ED | Head of Development
T: +1 617 230 4074
https://worked.com/

From: Jenny Huynh
To: Ricardo Felix
Cc: Lacy Vanderboom
Subject: Questions for RFP NO. 09-25/26 EXCEL AFTER SCHOOL PROGRAM
Date: Thursday, March 26, 2026 11:34:03 AM

Good morning Ricardo and Lacy,

Please find our RFI below for RFP NO. 09-25/26 EXCEL AFTER SCHOOL PROGRAM:

1. For addressing the Evaluation Criteria, should we submit pages with corresponding answers where relevant along with the Required Proposal Forms as our full proposal?
2. Is there a format the District would like for addressing the Evaluation Criteria?
3. What are examples of deliverables the District would like to receive to evaluate our Program Plan?
4. May we include any appendices such as lesson plans, alignments, and the like?
5. How does the District define subject matter expert(s)?

Thank you for your time and attention.

Sincerely,

Jenny Huynh
Direct & Text: 626-787-3903
www.professoregghead.com
Where Kids Get ***EXCITED*** About Science!
See my schedule and book a time here.

From: Rich Klemmer <rich@rainbowchefs.com>
Sent: Tuesday, March 24, 2026 9:27 AM
To: Lacy Vanderboom <Lacy.Vanderboom@leusd.k12.ca.us>
Subject: RFP NO. 09-25/26 - Quick Questions

You don't often get email from rich@rainbowchefs.com. Learn why this is important

Caution: THIS MESSAGE CAME FROM OUTSIDE OF LEUSD. DO NOT CLICK links or open attachments unless you recognize the sender and know the content is safe.

Morning Lacy,

Questions: Are you also accepting bids for single enrichment programs? Or just sole source providers?

Thanks,
Rich

--
Rich Klemmer
Director of Partnerships
RAINBOWChefs ACADEMY
Work |(510) 207-0585
Email |rich@rainbowchefs.com
Learn More about RAINBOWChefs ACADEMY here