

Request for Proposal (RFP)

No. 2026-08-25

Partners for Student Success: Tutoring Services

Vallejo City Unified School District
Cassie Gossett, Director II Categorical Grants
665 Walnut Avenue
Vallejo, CA 94592

Issue Date:
Tuesday, August 25, 2026 at 5:00 p.m.
RFP Submission Deadline and Public Opening:
Friday, September 11, 2026 at 12:00 p.m.
and 2:00 p.m., respectively

NOTICE OF REQUEST FOR PROPOSAL

Notice is hereby given that the Governing Board of the Vallejo City Unified School District in Vallejo, CA will receive sealed Request for Proposals (RFP) No. 2026-08-25 Tutoring for the procurement of the following:

VCUSD 2026-2027 Tutoring Services

Submission Deadline

RFP's must be received no later than Friday, September 11, 2026 at 12:00 pm. Proposals received on or before the deadline will be accepted. Proposals that are received after the deadline will not be accepted.

Proposals must be delivered in a sealed envelope identified with the RFP number. Faxed or emailed RFP's will not be accepted.

Deliver proposals to the following location:

Vallejo City Unified School District
Categorical Programs Department
Attention: Therese Herrera
RFP Number: 2026-08-25 Tutoring
665 Walnut Avenue
Vallejo, CA 94592

Public Opening:

A public opening will be held at 2:00 pm on Friday, September 11, 2026, at:

Vallejo City Unified School District
Categorical Programs Department
665 Walnut Avenue
Vallejo, CA 94592

Companies interested in proposing should request appropriate documents by email at therrera@vcusd.org or can access the documents online using the following instructions: vcusd.org, Departments tab, Business Services, Purchasing.

Vallejo City Unified School District (VCUSD) reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. VCUSD will award the contract based on a review and analysis of the proposals that determines which proposal best meets our needs. Following the review and analysis of all responsive proposals, VCUSD will make a recommendation to our governing board, as applicable, at a regularly scheduled governing board meeting.

Dated: August 25, 2026

This Legal Notice is to be published on the following dates:

Publication Name: Vallejo Times-Herald

First Publication: August 28, 2026

Second Publication: August 30, 2026

RFP Introduction

Vallejo City Unified School District (VCUSD) is requesting sealed bid proposals for esteemed tutoring companies to implement a comprehensive, rigorous TK-12 intervention program with the ability to recruit highly qualified candidates, provide quality training and professional development, support students with core subject matter, and monitor student progress.

Vallejo City Unified School District has approximately 9,000 students. The District has four TK-5 elementary schools, three TK-6 elementary schools, three TK-8 sites, one middle school (6th-8th), two comprehensive high schools, one continuation school, and one virtual program. VCUSD has approximately 80% of its students eligible for free or reduced lunches. Our diverse district has approximately 2,500 Multilingual or English Learners.

VCUSD is looking to contract with vendors to provide differentiated programming (in-person, virtual, traditional, and non-traditional hours) that addresses one or more of the following needs:

1. In-person tutoring across elementary, middle, and high school sites during the school day and after school, focusing on improving students' literacy and math skills.
2. In-person tutoring during the school day and possibly beyond the school day (after school, during intercessions, summer, etc) at elementary and secondary sites, focusing on English language development for our English Learners using district-selected curriculum. Spanish-speaking staff are preferred to best support early or emergent English Learners.
3. Tutoring focuses on core subject matter support, primarily in literacy and mathematics. Services could be done in-person and/ or virtual during traditional and/or non-traditional hours to meet students' and families' needs.

Interested bidders are invited to submit a written proposal for any or all of the service options above. Vendors should specify which service format(s) they are available to provide. Vendors selected must agree to work towards meeting the VCUSD Tutoring Programs Implementation, Effectiveness, and Equity Targets as described in Exhibit 1.

Questions regarding this RFP must be submitted in writing to the District via email to [Therese Herrera at therrera@vcusd.org] no later than 5:00 pm on [Tuesday, September 1, 2026]. Questions received after this deadline may not be considered. Responses to questions, if any, will be provided by the District through a written addendum.

This solicitation is requesting proposals from qualified vendors in accordance with applicable state and federal laws governing federally funded contracts. It is the intent of the Vallejo City Unified School District's Categorical Programs Department, hereinafter referred to as "VCUSD" or the "District," to award a contract to procure specified services listed in this document. Vendors are invited to submit a proposal to provide specified services. A vendor who submits a proposal in response to this solicitation will be hereinafter referred to as "Proposer".

Schedule of Events - RFP Timeline

Date	Action Steps
May 13, 2026	VCUSD Board Meeting – District staff request approval to post RFP
August 25, 2026	RFP is released. RFP is published on the district website.
August 28, 2026	RFP is published in the Times Herald newspaper.
September 1, 2026	All inquiries regarding the RFP are due by 5:00 pm via email to Therese Herrera

	(therrera@vcusd.org)
September 3, 2026	All district responses to questions will be available by 5:00 p.m.
September 11, 2026	Written proposals are due by 12:00 p.m.
September 11, 2026	RFP Bid Opening at 2:00 p.m.
October 14, 2026	VCUSD Board Meeting – Approval of Preferred Vendors
October 15, 2026	Anticipated Contract Award Date
October 15, 2026	Anticipated Start Date

Submission of Proposals

Proposers may mail sealed proposals to the address and staff member designated by the proposal submission deadline defined on the NOTICE OF REQUEST FOR PROPOSAL page. It is the Proposer's responsibility to ensure that its proposal is received by this deadline, no exceptions. Proposers may also request confirmation of receipt by emailing Therese Herrera, therrera@vcusd.org. Regardless of submission method, it is the responsibility of the proposer to confirm and ensure that the sealed proposal was received by the submission deadline.

Proposals will be accepted up to, and no proposals will be accepted after, the RFP submission deadline. Time is Pacific Standard Time. Proposals that arrive after the submission deadline will not be considered. It is the responsibility of the Proposer to ensure that the proposal arrives at the required location by the submission deadline.

If the District determines there is a discrepancy in or omission from this solicitation prior to the RFP submission deadline, an addendum will be issued to all Proposers that have submitted proposals or Proposers that have requested a copy of the solicitation.

Respondents may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline.

The District will not be responsible for the opening of, post-opening of, or failure to open a proposal not properly addressed or identified. The District will not assume the responsibility for any delay as a result of the failure of the mail or other delivery service to deliver proposals on time.

Signatures

All proposals must show the 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 such a signature must be fulfilled.

Cost of Preparing Proposal

Proposers are responsible for the costs of preparing and submitting the RFP. Materials submitted as part of the proposal will become the property of the District unless otherwise noted.

Proposal Withdrawal

The proposer may withdraw Proposals prior to the time denoted for opening the submissions, but after the opening, submissions may not be withdrawn for a period of sixty (60) days. A successful proposer shall not be relieved of the submitted proposal without the consent of the District recourse to Public Contract Code Section 5100 et. seq.

Reservation of Rights:

The District expressly reserves the following rights:

1. To reject all proposals;
2. To reject any part of the proposal not meeting the specifications set forth in the RFP documents
3. To waive any irregularities and technicalities, and may, at its sole discretion, request a clarification or other information to evaluate any or all proposals;
4. To negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided the District considers such negotiation to be in its best interest.

5. To re-award the solicitation to another Proposer in the event the Proposer to whom an RFP is awarded defaults in executing the formal agreement; and
6. In the best interests of the District, accept or reject any and all portions thereof, select the next most responsive proposal, or if necessary, issue a new solicitation or take other action as the District deems appropriate.

Purpose

The objective of this RFP is to contract with qualified Proposers that will provide services necessary to create an effective tutoring program conducive to the VCUSD Instructional Priorities and California Common Core State Standards. VCUSD is seeking vendors to provide high-quality tutoring that will ensure all students can succeed in reading and math through tailored support and instruction.

The expected system must address measures outlined in [the VCUSD Tutoring Programs Implementation, Effectiveness, and Equity Targets](#), also attached hereto as Exhibit 1.

Each proposal must address the evaluation criteria set forth below. Failure to address a required criterion may result in the proposal being deemed nonresponsive or receiving a reduced evaluation score, as determined by the District in its sole discretion.

Evaluation Criteria for Proposal Response

Maximum Points Available – 200 Points

General Requirements: Scope of Work – 40 Points	
A general description of the vendor's capabilities and capacities related to the development, production, and administration of a tutoring program is provided. The description shall also identify the: • Number of employees in the company • Company's location(s), including any presence in California. • Overall capacity of the vendor's organization(s) • Resources that it will commit to the work for the project (by name and role in the project) shall be provided. • Proposers are required to submit three references listing currently serviced school districts. The list shall include the district name, the point of contact name, and phone number. Note: Proposers may be required to verify that they have been in the business called for in this Request for Proposal for at least twelve (12) months.	6
The vendor indicates they would agree to utilize VCUSD VCUSD-identified curriculum to address identified student needs if VCUSD determines that it is the most effective approach.	2

The vendor provides its assumed scope (areas to convert and level of historical data) based on its experience with similar implementation projects for PreK-12 organizations.	4
The vendor describes the recommended approach for planning, designing, and implementation of programming/activities. The vendor must distinguish between the district's and vendor's responsibilities and describe the mechanisms and tools included in their solution that will be used to execute the conversion.	6
Proposal provides a clear explanation as to how the vendor will actively engage students in grades K-12 across content areas and fulfill the expectations outlined through the scope of work for both high dosage tutoring and on-demand tutoring as delineated in the project description.	6
Proposal provides an overview of your tutoring services that include: 1. Subject areas offered 2. Grade levels you can serve 3. Description of materials or program that will be used 4. Tutor to student ratio 5. Desired frequency of tutoring sessions 6. Overall tutoring approach or method	6
The vendor has confirmed the service delivery model that will be employed. (in person, virtual, community-based, high-quality research findings, etc.)	2
Projected costs of utilizing vendor/ organization's services are outlined	6
Virtual vendors indicate how their curriculum or system can be accessed	2
Tutoring Time Requirements – 20 Points	
Tutors will be expected to work with a designated VCUSD administrator or teacher leader to identify the support for selected students. Tutors will be expected to meet with students throughout the week to provide the best support.	6
Virtual support is available during non-traditional hours (depending on tutoring format/model)	4
Tutoring is real-time, interactive high dosage and on-demand tutoring	4
Proposals include no more than a 3:1 student-tutor ratio. Sessions occur at least 3 times per week. Approximately 30-60 minutes per session during the school day and	6

treated like a scheduled class. The expectation is that it is sustained over the course of the school year.	
Tutoring Program: Evidence-Based Features – 40 points	
Proposal provides evidence-based tutoring (as outlined in ESSA)	10
Proposal describes use/implementation of powerful instructional strategies	10
Progress monitoring to monitor attendance, usage, content, and grade level is described	10
Implementation of powerful instructional strategies is outlined	10
Tutoring Program: Alignment to Standards – 30 points	
Proposal specifies how tutoring will be tailored to meet the individual needs of each student. Please include how academic progress will be monitored.	6
Consideration: What Vallejo City Unified School District resources would you need to deliver tutoring services?	4
Detailed plan to provide on-demand tutoring to all subject areas is provided	6
Usage reports and data meetings provided to principals and district are described	5
Vendor clearly identifies what resources, materials, and access will be provided by the vendor	4
Proposal indicates how tutors will demonstrate a deep understanding of instructional practices	5
Recruitment, Outreach, and Engagement – 10 points	
Proposal describes the vendor's plan for communication and engagement with students, families, District staff, and school sites, including how student recruitment, progress and program updates will be communicated.	10
Tutor Qualities and Development - 20 Points	
Vendor describe process for ensuring tutors are highly qualified and demonstrate expertise in their content area	10

Personalization: Tutors will identify work 1:1 and no more than 3:1 students in all content areas. Tutors will need to be proficient with adapting and identifying focus areas when tutoring. Tutors must have ability to service students who do not have English as their first language	10
Ability to Work at a Large Scale – 20 Points	
Proposals include	
Confirmation of projected service capacity	6
Capacity to support tutoring for all included students	8
Virtual vendors must indicate how their system can be accessed	6
Tutoring Implementation and Ongoing Support – 20 Points	
Respondent representative(s) agree to work regularly with district/school personnel to answer all questions regarding the production of financial matters pertaining to the individual services required, in a timely manner	4
The vendor is required to provide pre and post-implementation support for the system. The support for the system will address pre, post and during implementation problem analysis and fixes and technical support	4
A local and/or toll-free phone number(s), live chat, and/or email address(es) for VCUSD's access to the respondent's representative(s). Respondents shall respond to all requests/telephone calls to include personalized customer service and technical support.	4
Staffing Model: Proposal states what type of staffing model will be utilized. Also state the expected skills, competencies, experience, and certifications or degrees tutors possess to be considered by your organization.	4
Training: Detail staff/tutor training model and commitments. Orientation provided to tutors, pre-service training, ongoing training, content, and service hours. Background Screening: Description of exhaustive tutor screening and quality control for safe and secure student support.	4

Official Price Sheet

All payments to the contractor are dependent upon and subject to the availability of funds for the purpose outlined in this agreement. No goods or services should be shipped or provided prior to issuance of an official purchase order from VCUSD.

Pricing

Proposers are encouraged to submit the most competitive pricing possible because the District will be soliciting multiple bids from Proposers to achieve the overall most effective investment for the specifications and requirements outlined in this solicitation.

Provide the following in your price bid:

1. Vendor's price proposal
2. Any add-on modules that are not part of the base system should be included, identified, and/or described, including if they are required.
**Examples include reporting modules, online assessment modules, item bank components, etc.*
3. Any 3rd party products or license fees should be included, identified, and/or described, including whether they are required.
**Examples include database software, program software, reporting software, etc.*
4. Training, support, and/or implementation costs should be included and described, including whether or not they are required.
5. For all above, the Proposer must include the cost of the first year and all subsequent years of the Term of the Contract

A vendor's recent delivery and performance under any previous or existing contract may be examined. Poor performance or references of current or past customers may be used in the evaluation. Proposers, therefore, release the organizations and individuals listed from any claim or liability, because of responses given to requests for information by the District regarding the Proposer and/or the Proposer's performance of work.

Method of Award

Proposals that are submitted timely and are not subject to disqualification will be reviewed in accordance with the evaluation criteria set forth in this solicitation. In addition, the District may conduct a pre-award audit. A contract will be awarded to responsive and responsible Proposers who best demonstrate the ability to provide the necessary services.

- A "responsive Proposer" will be able to meet the requirements described in this solicitation.
- A "responsible Proposer" is willing and capable of furnishing the services described in this solicitation.

Winning Proposers will be herein referred to as the "Selected Vendor." With proposal submission, the proposer provides a cost overview. This is an estimate and not a guarantee of the total contract. Should it become necessary, VCUSD reserves the right to reduce or increase the number of users, tutors, and other components, based on budgetary changes. It should be understood that VCUSD is not limited to the initial data needs and the number of users in any given year, as goals and expectations are updated. Please note that the selection of the bidder is not solely based upon the lowest bid but accounts for the bid that best meets the needs of VCUSD schools. VCUSD reserves the right to award to multiple vendors if it shall be considered by VCUSD to be most advantageous or to constitute its best interest.

Proposer Agreement

Vallejo City Unified School District intends to enter into a written agreement with the Selected Vendor(s) for the services described in this RFP. The final agreement will be in a form approved by the District and will set forth the terms and conditions governing the services.

Contract Maintenance

The District will monitor the awarded contract for vendor compliance with the contract and communicate with the Selected Vendor(s) if/when necessary to discuss product shortages, delivery times, product quality, including other options, billing issues, special orders, or other selected issues.

Contract Modification

The District reserves the right to modify the awarded contract by mutual agreement between the District and Selected Vendor(s). Such modifications will be evidenced by issuance of a written authorized amendment by the District.

Contract Cost Adjustment

The contracted vendor may request a price adjustment on an annual basis in connection with a contract renewal. The District is under no obligation to approve any requested adjustment. Any approved price adjustments shall be effective on the anniversary date of the contract only upon written approval by the District. Fee increase requests for any given upcoming contract renewal year must be submitted to Vallejo City Unified School District in writing at least 90 days before the renewal date and must include supporting documentation justifying the requested increase.

The District may, in its sole discretion, consider renegotiation of price terms only upon the occurrence of unpredictable, unexpected conditions beyond the control of both parties. If those conditions create a significant and material change in the financial assumptions upon which the price terms of the contract were based, then those price terms so affected may be negotiated by both parties. Vendor shall bear the burden of demonstrating that the requested adjustment is directly attributable to such conditions. Renegotiation of price terms under such conditions must be mutual, and both parties must agree on any changes in price terms. Any adjustments so negotiated and agreed upon must accurately reflect the change in conditions. The occurrence of contingencies that are foreseeable and predictable, but not certain, should be calculated into the defined price terms, to the extent possible, with the goal of minimizing the need for renegotiation of price terms during the term of the contract. Nothing in this provision obligates the District to renegotiate or modify the contract. Substantive changes to the contract will require Vallejo City Unified School District to rebid the contract.

Contract Term

The initial awarded contract period shall be September 11, 2026, to June 30, 2027. This awarded contract may be renewed for up to two (2) additional one-year terms by mutual agreement of the District and Selected Vendor after the District has conducted an annual Vendor Performance and Evaluation.

Initial Year:	September 11, 2026, to June 30, 2027
Option Year 1:	July 1, 2027, to June 30, 2028
Option Year 2:	July 1, 2028, to June 30, 2029

Vendor Performance and Evaluation

The District will evaluate the Selected Vendor's performance status and quality of service. The awarded contract will not automatically renew, but will be based upon the District evaluating and analyzing the Selected Vendor's performance.

RFP Protest Procedures

If any Proposer who submitted a proposal has an objection to the award of the contract to the apparent Selected Vendor, the objecting Proposer shall furnish that protest, in writing, to the District within three (3) business days of the date of the Proposer's notification of the awarded contract. The protest shall describe in detail the basis for the protest, and shall request a determination under this section. If a protest is filed in a timely fashion, the District will review the basis for the protest and relevant facts under such terms and conditions as the District considers proper. The District will notify those Proposers involved of its decision. The decision shall be final and binding on the objecting Proposer.

Competitive Bidding

The requirement of Public Contract Code section 20111/20651 to bid contracts for services, except construction services, involving an expenditure at or above the State of California bid threshold; however, its provisions do not apply to "professional services or advice, insurance services, or any other purchase or service otherwise exempt from this section." Contracts for special services and advice under Government Code section 53060 do not require bidding. These include special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained, experienced, and competent to perform the special services required. The Vendor certifies that it is specially trained, licensed, and experienced and competent to perform the services required by the District. In addition, the Vendor agrees to perform the Services described in this Agreement in accordance with the standards of its profession, to District's satisfaction, and in accordance with this Agreement.

Public Records.

This RFP and any addenda thereto, all RFP responses and any other documents submitted by Proposers, and other documents relating to this RFP and the information contained therein are subject to the California Public Records Act (Government Code section 7920.000, et seq.) and other applicable federal and state laws and requirements.

Compliance with Applicable Law

Vendor shall comply with all federal, state, and local laws, regulations, and administrative rules, as well as all District policies and procedures applicable to public contracts and to the Services, including but not limited to, Equal Employment Opportunity, Davis-Bacon Act, Contract Work Hours and Safety Standards Act, Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements (37 CFR Part 401), Clean Air and Federal Water Pollution Acts, Debarment and Suspension, Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352), Surveillance Equipment Restrictions (2 CFR Section 200.216), Domestic Preferences (2 CFR Section 200.322), Procurement of Recovered Materials (2 CFR Section 200.323), Small and Minority Business Preferences (2 CFR Section 200.321), Federal Occupational Safety and Health Act (34 CFR 75.609), and Energy Conservation Compliance (34 CFR 75.616).

Licensing Requirements

The selected proposer must possess and maintain, throughout the term of any resulting agreement, all licenses, permits, certifications, registrations, and other governmental or professional authorizations required to legally perform the requested services. Upon request, the selected proposer must provide evidence of such licenses, permits, certifications, or other required authorizations. The selected proposer must promptly notify the District of any denial, suspension, revocation, expiration, or non-renewal of any required license, permit, certification, or authorization.

Live Screen Criminal Background Check Requirements

Selected Vendor(s), at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or District policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Vendor must provide for the completion of a Fingerprint Certification on the District's required format, prior to any of the Vendor's personnel who are anticipated to come into contact with the District's students. Vendor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Vendor will comply with any such requirements. Vendor further acknowledges and agrees that no Vendor personnel shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Vendor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the District to prepare and submit that individual's fingerprints to the Department of Justice.

Insurance Requirements

At Vendor's sole cost and expense, Vendor shall procure and maintain required levels of insurance for the duration of the services provided by Vendor. [CLICK HERE](#) for the VCUSD Insurance Matrix, which covers insurance categories by contract type and coverage limits requirements.

Non-Collusion

By submission of the proposal, the Proposer certifies that the proposal has been arrived at independently and submitted without collusion with any other Proposer and that the contents of the proposal have not been communicated, nor to the best of its knowledge and belief, by any one of its employees or agents, to any person not an employee or agent of the Proposer and will not be communicated to any person prior to the official opening of the proposal.

Debarment and Suspension

To ensure that the District does not enter into a contract with a debarred or suspended company or individual, each vendor must include a certification statement with each bid on each contract. By signing the certification statement, the Vendor certifies that neither it nor any of its principals (e.g., key employees) has been proposed for debarment, debarred, or suspended by a Federal Agency. It is the responsibility of each Vendor to sign the attached certification statement and submit it with the bid. Failure to comply with this requirement will cause your bid to be disqualified and declared non-responsive. Reference: Part 200 Appendix II(H).

Lobbying

The Certification Regarding Lobbying and a Disclosure of Lobbying Activities form must accompany each RFP, Contract, and/or subsequent one-year renewals.

Insurance

The Selected Vendor shall maintain, during the entire term of this contract, adequate insurance to protect him from claims under Workmen's Compensation Acts and from claims for damages or personal injury, including death and damage to property that may arise from operations under the order. The following outlines the minimum insurance requirements and other required documentation:

- Commercial General Liability Insurance for Combined Single Limit Bodily Injury and/or Property Damage of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Workers' Compensation Insurance in such amounts as required by law.
- Automobile Liability insurance - minimum limits of \$1,000,000 per occurrence for bodily injury liability and \$1,000,000 for property damage liability is required on each vehicle owned, non-owned, or hired to be used in conjunction with the awarded contract.
- Cyber Security and Privacy, /Cyber Tech and Errors & Omissions Liability Insurance - minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Sexual Abuse and Molestation Insurance - minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate (higher risk 1:1 contact minimums of \$3,000,000 per occurrence and \$6,000,000 aggregate). A written sexual abuse and molestation prevention policy is also required.

The Selected Vendor is required to provide proof of such insurance, naming Vallejo City Unified School District as additionally insured by separate endorsement. The Selected Vendor is required to provide a Waiver of Subrogation.

Federal Uniform Guidance

This purchase contract will be funded with Federal grants and, as such, shall be subject to the following additional provisions. a.) Legal/Contractual/Administrative Remedies for Breach of Contract – For contracts in excess of the simplified acquisition threshold (SAT), currently set at \$250,000, unless otherwise expressly stated to the contrary in the contract, and subject to various applicable Code of Federal Regulations (C.F.R.) and other regulations, such as 2 C.F.R. Part 200, Vallejo City Unified School District will fully seek reimbursement from the contractor for noncompliance with the performance of this contract. Reference: Part 200 Appendix II(A).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. Reference: Part 200 Appendix II(I). Reference: Part 200 Appendix II(I).

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended

The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Reference: Part 200 Appendix II(G).

Procurement of Recovered Materials

The contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with

maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. Reference: Part 200 Appendix II(J).

Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms

As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Reference: § 200.321

Domestic Preference for Procurements

As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to, iron, aluminum, steel, cement, and other manufactured products. Reference: § 200.322

No Obligation by the Federal Government

Proposers acknowledge that the Federal Government is not a party to any contract that may result from this RFP and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from such contract.

Program Fraud and False or Fraudulent Statements or Related Acts

The Vendor/Contractor acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the Vendor/Contractor's actions pertaining to this contract. The Federal government is not a party to this contract.

Equal Opportunity Employer

This institution is an equal opportunity provider.

RFP RESPONSE PACKET REQUIREMENTS

RFP Requirements

The District assumes no responsibility for errors or misinterpretations resulting in incomplete solicitation documents. It is the Proposer's responsibility to use a complete set of RFP documents in the preparation and submission of its proposal. The forms furnished as part of this solicitation **MUST** be used for the proposal and must be signed by the proposer. No proposals will be considered unless made on the forms provided and must not be detached from the solicitation document of which it forms a part. Failure to follow these instructions may result in your proposal being disqualified.

1. Proposer will need to complete, sign, and return all of the following documents:
 - ATTACHMENT A: PROPOSER CHECKLIST
 - ATTACHMENT B: VENDOR CONTACT INFORMATION
 - ATTACHMENT C: NON COLLUSION AFFIDAVIT
 - ATTACHMENT D: DEBARMENT CERTIFICATION FORM
 - ATTACHMENT E: REFERENCES FORM
 - PROGRAM PROPOSAL RESPONSE
 - PROGRAM PRICE PROPOSAL
2. Proposals must be delivered no later than Friday, September 11, 2026, 12:00 pm
 - Proposals must be delivered in a sealed envelope and identified with the RFP number. Emailed or faxed RFP's will not be accepted.
3. Deliver proposals to the following location:
 - Vallejo City Unified School District
 - Categorical Programs Department
 - Attention: Therese Herrera
 - RFP Number: 2026-08-25
 - 665 Walnut Avenue
 - Vallejo, CA 94592

ATTACHMENT A: PROPOSER CHECKLIST

Vallejo City Unified School District
 Request for Proposal No. 2026-08-25

This checklist is provided as a convenience to assist proposers in ensuring that a complete proposal is submitted. It is not represented as being comprehensive, and compliance therewith does not relieve the proposer of responsibility of compliance with any requirement that may not be mentioned specifically in this checklist. Original documents with original signatures are required. Failure to comply with this requirement will constitute proposer disqualification due to non-responsiveness. Faxed or emailed documents will not be accepted under any circumstances.

All of the items listed must be returned to constitute a complete response. Please check the box and initial in the appropriate column to signify compliance.

Check ☒	Initials	Required Document
☐		Attachment A: Proposer Checklist (this form). All items are checked, initialed, signed, and included in the complete response package. Return completed hard copy with initials
☐		Attachment B: Vendor Contact Information Return completed hard copy
☐		Attachment C: Non Collusion Affidavit Return completed hard copy with original signature
☐		Attachment D: Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion Return completed hard copy with original signature
☐		Attachment E: References Form Return completed hard copy
☐		Program Proposal Response
☐		Program Price Proposal

ATTACHMENT B: VENDOR CONTACT INFORMATION

The following information is required when submitting a response to this solicitation. Please complete ALL areas. Mark "N/A" for those that are not applicable. Type or print legibly.

LEGAL NAME OF BUSINESS: _____

DBA OR BUSINESS NAME (IF DIFFERENT) _____

ADDRESS OF BUSINESS _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PAY OR REMIT ADDRESS

LEGAL NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: (____) _____

TOLL FREE NUMBER: (____) _____

FAX NUMBER: (____) _____

EMAIL: _____

BUSINESS FEDERAL IDENTIFICATION NUMBER: _____

(SELF-EMPLOYED VENDORS ARE REQUIRED TO SUBMIT THE FEDERAL IRS W-9 FORM)

ACCOUNT MANAGER: _____

TELEPHONE NUMBER: (____) _____

CELL PHONE NUMBER: (____) _____

FAX NUMBER: (____) _____

EMAIL: _____

CUSTOMER SERVICE REPRESENTATIVE: _____

TELEPHONE NUMBER: (____) _____

CELL PHONE NUMBER: (____) _____

FAX NUMBER: (____) _____

EMAIL: _____

BILLING QUESTIONS CONTACT PERSON: _____

TELEPHONE NUMBER: (____) _____

CELL PHONE NUMBER: (____) _____

FAX NUMBER: (____) _____

EMAIL: _____

EMERGENCY CONTACT PERSON FOR BEFORE/AFTER HOURS _____

TELEPHONE NUMBER: (____) _____

CELL PHONE NUMBER: (____) _____

FAX NUMBER: (____) _____

EMAIL: _____

ATTACHMENT C: NON COLLUSION AFFIDAVIT

TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH THE PROPOSAL
(Public Contract Code Section 7106)

STATE OF _____)
)ss

COUNTY OF _____)

_____, being first duly sworn, deposes and says
(name)
that he or she is _____ of
(position title)
_____,
(the bidder)

the party making the foregoing 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 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 the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her 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.

DATED: _____

By _____
(Person signing for bidder)

ATTACHMENT D:

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

I am aware of and hereby certify that neither _____ nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. I further agree that I will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror/ contractor or any lower participant is unable to certify this statement, it shall attach an explanation to this solicitation proposal.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal of the above named bidder on the _____ day of _____, 2026 for the purposes of submission of this bid.

(Corporate Seal)

By _____
Signature

Typed or Printed Name

Title

Date

As the awardee under this Bid, I hereby certify that the above certification remains valid as of the date of contract award, specifically, as of the ____ day of ____ 2026, for the purposes of award of this contract.

(Corporate Seal)

By _____
Signature

Typed or Printed Name

Title

Date

END OF DOCUMENT

ATTACHMENT E: REFERENCES FORM

Proposers must submit three school districts of similar size that are current customers. Proposers, therefore, release the organizations and individuals listed in this form from any claim or liability, because of responses given to requests for information by the District regarding the vendor and/or vendor's performance of work.

Name of School: _____

Address: _____

Telephone: _____

Contact: _____

Start/End Date: _____

Name of School: _____

Address: _____

Telephone: _____

Contact: _____

Start/End Date: _____

Name of School: _____

Address: _____

Telephone: _____

Contact: _____

Start/End Date: _____

Exhibit 1: VCUSD Tutoring Programs

Implementation, Effectiveness and Equity Targets

To ensure that programs are monitored for effectiveness on an annual basis the following template must be completed for all programs requested by the Assistant Superintendent of Teaching and Learning. Programs not meeting targets will require adjustments in order to improve effectiveness or be discontinued.

Program Implementation Targets:

- Implementation Target 1: In person school day tutoring services will be available at 16 campuses.
- Implementation Target 2: 85% of 2nd and 3rd graders who qualify for SIPPS intervention will receive targeted intervention through trained tutors. Any student not working with a tutor should be receiving services through a classified or certificated staff person.
- Implementation Target 3: Students who fall in the <21stile on the NWEA Map assessment will be prioritized for direct tutoring support services if space remains on the tutor caseload beyond 2nd and 3rd graders being served.
- All tutors will be trained in the agreed upon intervention program in August or September.
- Students at the secondary level will be identified based upon their NWEA MAP score of less than the <21stile.

Equity Program Implementation Target:

- Equity Target 1: Students identified for participation at each campus will be proportionate to the needs of subgroups (ethnic, language proficiency, socio-economic, etc...) as reflected in ELA and math assessment results from the NWEA MAP assessment and as identified in the most recently available California Dashboard. Students in grades two and three will be prioritized for services based upon their baseline assessments and qualification for SIPPS intervention.

Program Effectiveness Targets:

- Effectiveness Target 1: 85% of participating students will show skill growth in their pre and post assessments on program growth assessments and the CORE Reading Assessment. Growth of 25% over the pre assessment baseline will be considered adequate growth to show program effectiveness.
- Effectiveness Target 2: 75% of participating schools will meet Effectiveness Targets 1 by the end of the 26-27 school year.

Equity Program Effectiveness Target:

- Equity Target 1: Participating student from identified subgroups (ethnic, language proficiency, socio-economic, etc...) will show gains in achievement such that there is a narrowing of the gap between the subgroup and the achievement of students overall by 10% as measured by the CORE Reading Assessment by the end of June, 2027.