LEGAL NOTICE
REQUEST FOR QUALIFICATIONS

Lincolnwood School District No. 74 invites childcare providers to submit statements of qualification for the provision of after-school care of students beginning in August 2027. Submittals will be received by the Superintendent at the Administrative Center located at 6950 N. East Prairie Rd., Lincolnwood IL 60712, until 2:00 P.M. prevailing time on December 18, 2026.

The Board of Education will consider all submittals in its discretion before entering into an arrangement. The District seeks a provider of care for students in grades kindergarten through fifth, based on optional enrollment at the parents' expense. The District prefers a provider who can provide care: (1) daily from 2:45 p.m. until 6:30 p.m. on school days; (2) care from 11:00 a.m. to 6:30 p.m. on half-day student attendance days (typically five per year); (3) full-day care on Teacher Institute Days (four per year); and (5) full-day care on all legal school holidays and during Thanksgiving Break, Winter Break, and Spring Break.

Further information will be available beginning November 16, 2026. Providers must submit all questions in writing to Dr. David Russo, Superintendent, at the same address or via email at drusso@sd74.org. Replies will be issued to all interested parties in the form of an addendum. Questions received less than seven (7) days before the due date cannot be answered.

The Board of Education reserves the right to reject any and all submittals or any part thereof, to waive any informalities, errors or irregularity in submittals received or in the submittal process, and to accept or negotiate the submittal that the Board of Education deems the most favorable to its interest after all submittals have been examined and canvassed.

John P. Vranas
Secretary, Board of Education
Lincolnwood School District
No. 74, Cook County, Illinois

NOTICE AND SPECIFICATIONS FOR
AFTER-SCHOOL CHILDCARE
Beginning August 2027

Lincolnwood School District No. 74

INSTRUCTIONS TO INTERESTED PROVIDERS

1.1 District Information. Lincolnwood School District No. 74 is a public elementary school district with an approximate enrollment of 1,150 students. Located just 10 miles north of downtown Chicago, Lincolnwood School District 74 is a vibrant, one-campus school community. Our three schools – Todd Hall, Rutledge Hall, and Lincoln Hall – work together to provide a seamless educational experience where every student is known, supported, and challenged to grow. With a strong tradition of academic excellence and a commitment to innovation, we strive to create meaningful learning experiences that prepare students for success in high school and beyond.

1.2 Request for Qualifications ("RFQ"). The Board of Education of Lincolnwood School District No. 74 (hereinafter sometimes referred to as the "District" or "School District No. 74") seeks statements of qualification for programs for the care of students in grades kindergarten through fifth, outside of school hours, to begin on or before the first day of next school year, August 25, 2027.

1.3 Questions. Interested providers must submit all questions regarding these instructions and specifications in writing to Dr. David Russo, Superintendent, at the same address or via email at drusso@sd74.org. Replies will be issued to all interested providers of record in the form of an Addendum. Questions received less than seven (7) days before the due date cannot be answered.

1.4 Anticipated Schedule:

EVENT	PROJECTED DATE
RFQ Issuance:	November 16, 2026
Last date to request clarifications:	December 11, 2026
Statements of Qualification Due:	December 18, 2026, 2:00 pm
Negotiation of Agreement(s)	January – February 4, 2027
Presentation to Finance Committee:	February 18, 2027
Board of Education Approval:	March 4, 2027
Beginning of Service:	August 25, 2027

1.5 Hours and Days of Operation. The District seeks a provider who will operate a care program: (1) on regular school days, daily from 2:45 p.m. until 6:30 p.m.; (2) on half-day student attendance days, from 11:00 a.m. to 6:30 p.m. (typically five days per year); (3) on Teacher Institute Days, full-day care (four days per year); and (5) full-day care on all legal school holidays and during Thanksgiving Break, Winter Break, and Spring Break. The upcoming school year is scheduled to begin on August 25, 2027.

1.6 Physical Space. The District will provide access to sufficient classroom space for the program students at Todd Hall School, 3925 W. Lunt Ave., Lincolnwood, IL. In addition, the District will provide access to related spaces (gymnasium, multipurpose room, outdoor play areas etc.) on an as-agreed basis. The program's access will not be exclusive; all spaces must remain available for School District purposes during the school day. Access to a secured storage space may be available. The District will remain responsible for routine cleaning and maintenance of the physical spaces, as well as ordinary utilities.

1.7 Cost to the Provider. The District will provide this non-exclusive access to the physical space in accordance with Board of Education Policy 8:20 "Community Use of School Facilities", as well the related fee schedule (included in the packet). The Board of Education may be willing

to negotiate the rate of fees to be charged to the provider based on the commitment, the nature of the program, the cost to participating students, and other factors.

1.8 Cost to Participating Students. The Board of Education is interested in the cost that the selected provider will charge to participating students. Providers should be prepared to discuss anticipated rates to be charged to families, as well as any other potential funding sources (grants, etc.) which may affect those rates.

1.9 Insurance. **The selected provider will be required to provide proof of insurance with a suitable insurance company in accordance with Board of Education Policy 8:20.** This will include a requirement to name the Board of Education and the School District as additional insureds. Such insurance shall be primary, and any insurance maintained by the School District shall be secondary.

1.10 Applicable Laws. The selected provider shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Human Rights Act* (775 ILCS § 5/1 et seq.); The Equal Employment Opportunity Clause at Title 44, Part 750 of the Illinois Administrative Code (see 44 Ill. Admin. Code 750.20), which is fully incorporated herein; the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e); the *Illinois Criminal Code* (720 ILCS § 5/1 *et al.*); the Illinois *Drug Free Workplace Act*, 30 ILCS §§ 580/1 *et seq.*

1.11 Indemnification. If selected, the provider agrees to indemnify, defend and hold harmless the Board of Education, its individual Board members, employees and agents from and against any and all costs (including but not limited to attorneys' fees and court costs), losses, fines, penalties, causes of action, and damages, whether to person or property, resulting from, connected

with or arising from any negligent acts or omissions of the provider or any breach of the parties' agreement.

1.12 Reservation of Rights. The Board of Education reserves the right to reject any and all submittals or any part thereof, to waive any informalities, errors or irregularity in submittals received or in the submittal process, and to accept or negotiate the submittal that the Board of Education deems the most favorable to its interest after all submittals have been examined and canvassed. The Illinois School Code does not require that arrangements for programs such as this be awarded on the basis of price or subject to public bidding or formal request for proposal processes. The Board reserves the right to enter into discussions or negotiations with one or more qualified providers at any time. Expenses incurred in responding to this Request for Qualifications are not the responsibility of the District.

1.13 Information to be Provided. Interested providers are encouraged to provide a Statement of Qualifications that includes a summary of their organization's structure, the experience of individuals in leadership positions, and a description of the type of program anticipated, as well as descriptions of other programs offered elsewhere. A formal proposal is not required. However, the District is willing to review any provided information on: (1) staffing ratios; (2) staff licensure; (2) marketing materials; (3) costs to families and payment schedule; (4) availability of financial aid; (4) sample daily schedules; (5) curricular materials for homework help/enrichment; (6) sample snack and meal menus; (7) sample participant groupings (e.g., K-2, 3-5, etc.); or (8) minimum number for programs to run. **All submittals must include the completed and signed Submittal Form that accompanies this RFQ.**

EXHIBIT A – SUBMITTAL FORM

Lincolnwood School District No. 74

Request for Qualifications

AFTER-SCHOOL CHILDCARE
Beginning August 2027

After having read the Request for Qualifications and understanding same, I hereby submit the attached Statement of Qualifications for the after-school care of students in grades kindergarten through fifth of School District No. 74, based upon their optional enrollment at the parent's expense. I acknowledge that the Board of Education and the School District may review and discuss programs with multiple providers and make a final selection in their sole discretion.

SIGNED	DATE
PRINT NAME OF SIGNATORY	PRINT TITLE OF SIGNATORY
COMPANY NAME	FEIN
ADDRESS	PHONE
CITY STATE ZIP	FAX
NAME OF CONTACT PERSON	CONTACT PERSON'S EMAIL

EXHIBIT A – SUBMITTAL FORM

REFERENCES

Provide up to five (5) references:

	Organization	Contact Name, Address	Contact Phone, Email
1.			
2.			
3.			
4.			
5.			

THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT NO. 74 RESERVES THE RIGHT TO REJECT ANY AND ALL SUBMITTALS OR ANY PART THEREOF, TO WAIVE ANY INFORMALITIES, ERRORS OR IRREGULARITY IN SUBMITTALS RECEIVED OR IN THE SUBMITTAL PROCESS, AND TO ACCEPT OR NEGOTIATE THE SUBMITTAL THAT THE BOARD OF EDUCATION DEEMS THE MOST FAVORABLE TO ITS INTEREST AFTER ALL SUBMITTALS HAVE BEEN EXAMINED AND CANVASSED. THE ILLINOIS SCHOOL CODE DOES NOT REQUIRE THAT ARRANGEMENTS FOR PROGRAMS SUCH AS THIS BE AWARDED ON THE BASIS OF PRICE OR SUBJECT TO PUBLIC BIDDING OR FORMAL REQUEST FOR PROPOSAL PROCESSES. THE BOARD RESERVES THE RIGHT TO ENTER INTO DISCUSSIONS OR NEGOTIATIONS WITH ONE OR MORE QUALIFIED PROVIDERS AT ANY TIME. THE BOARD RESERVES THE RIGHT TO ENTER INTO DISCUSSIONS OR NEGOTIATIONS WITH ONE OR MORE QUALIFIED PARTIES AT ANY TIME.

Initialed: _____ _____ _____

SIGNATORY **COMPANY** **DATE**

EXHIBIT A – SUBMITTAL FORM

ANTI-COLLUSION CERTIFICATION OF COMPLIANCE

_____, being first duly sworn, deposes and says:
(print name)

that he/she is an authorized representative of _____, (name of company) the party making the foregoing proposal, that such proposal is genuine and not collusive, or sham; that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the proposal price element of said proposal, or of that of any other proposer, or to secure any advantages against any other proposer or any person interested in the proposed contract.

Signature: _____ Date: _____

CERTIFICATE OF ELIGIBILITY

_____(proposer), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961, as amended, hereby certifies that neither he/she/its partners, officers, or owners of his/her/its business have been convicted in the past five (5) years of the offenses of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961, as amended, and that neither he/she/its business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended.

Signature: _____ Date: _____

SEXUAL HARASSMENT

The undersigned hereby certifies that my firm has complied with the requirement of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), as amended, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. The Board of Education states that it is in compliance with said law.

Signature: _____ Date: _____

EXHIBIT A – SUBMITTAL FORM

HOLD HARMLESS AGREEMENT

_____(proposer) hereby agrees to indemnify, defend and hold harmless the Board of Education of the School District, its individual board members, officers, employees, agents, volunteers, successors, and assigns (collectively, the "Indemnitees"), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys' fees and litigation costs) (collectively, "Claims") brought against or incurred by the Indemnitees arising out of, in connection with, or related to (1) any acts or omissions of the successful party, its employees, agents, assigns, or subcontractors; and/or (2) any breach by the successful party of the terms of the agreement entered into as a result of the RFQ.

Further, the proposer agrees to assume the entire liability for all personal injury claims suffered by its own employees allegedly injured on school district property, and waive any limitation of liability defense based on the Workers' Compensation Act against claims by the Board of Education for indemnification or contribution, and further agree to indemnify and defend the Indemnitees from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, that Indemnitees may sustain as a result of such claims, except to the extent that Illinois law prohibits indemnity for the Indemnitee's own negligence, and further agree to pay any contribution appropriate for the proposer's own negligence.

For: _____ By: _____
(company name) (signature)

Its: _____ Date: _____
(owner, president, partner, etc.)

ATTEST: _____ By: _____
(witness signature) (witness name/title)

EXHIBIT A – SUBMITTAL FORM

DRUG FREE WORKPLACE CERTIFICATION

Pursuant to 30 ILCS 580/1 *et seq.* ("Drug Free Workplace Act"), the undersigned certifies to the Board of Education it will provide a drug-free workplace by:

1. Publishing a statement: A. notifying employees that unlawful manufacture, distribution, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace; B. specifying actions that will be taken against employees for violations of this prohibition; C. notifying employees that, as a condition of employment on this contract, employees will: 1. abide by the terms of the statement, 2. notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.

2. Establishing a drug-free awareness program to inform employees about: A. the dangers of drug abuse in the workplace; B. the Contractor's policy of maintaining a drug-free workplace; C. available drug counseling, rehabilitation, and employee assistance programs; D. penalties that may be imposed upon employees for drug violations.

3. Making it a requirement to give a copy of the statement in subsection "1" to each employee engaged in performance of the contract, and posting it in a prominent workplace location.

4. Notifying the District within ten days after receiving notice in subsection "1", paragraph "C", part "2", from an employee, or otherwise receiving actual notice of such conviction.

5. Imposing a sanction or requiring participation by a convicted employee, in a drug abuse rehabilitation program, as required by Section 5 of the Drug Free Workplace Act.

6. Assisting employees in selecting a course of action in the event drug counseling, treatment, and/or rehabilitation is required, and indicating that a trained referral team is in place.

7. Making a good-faith effort to maintain a drug-free workplace through implementation of Section 3 of the Drug Free Workplace Act.

Failure to abide by this Drug Free Workplace Certification will subject the contractor to penalties set forth in Sections 6, 7, and 8 of the Drug Free Workplace Act.

For: _____ By: _____
(company name) (signature)

Its: _____ Date: _____
(owner, president, partner, etc.)

8:20 Community Use of School Facilities

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations and government agencies are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the School Board.

LEGAL REF.:

20 U.S.C. §7905, Boy Scouts of America Equal Access Act.

10 ILCS 5/11-4.1, Election Code.

105 ILCS 5/10-20.41, 5/10-22.10, and 5/29-3.5.

Good News Club v. Milford Central School, 533 U.S. 98 (2001).

Lamb's Chapel v. Center Moriches Union Free School District, 508 U.S. 384 (1993).

Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: September 10, 2002

REVISED: May 4, 2023

REVIEWED: May 4, 2023

Lincolnwood School District 74

8:20-AP Administrative Procedure - Community Use of School Facilities - Fee Schedule

The Board of Education may grant the use of school facilities or grounds for public, literary, scientific, recreational, or educational meetings so long as such use of facilities would not interfere with regular school use or operate to benefit any organization to the exclusion of all others.

The District facilities shall be available without rental cost to organizations described in Class I, wherever such meetings do not interfere with regular school use. The school facilities may be used by other groups identified as Classes II, III, and IV for other meetings on a rental basis as specified below, whenever such meetings do not interfere with regular school use. The facilities may be rented to other groups at the discretion of the Board of Education.

A rental fee schedule is included in this procedure. A copy of the facility rental policy (8:20), and this procedure (8:20-AP) shall be provided to each applicant for use of school facilities by attachment to the Rental Agreement (8:20-E).

Rental Policies

The Board of Education of School District 74 wishes to make the school facilities available for activities for community groups operating within District 74, providing such use does not interfere with the proper operation of the school for the children. The Board of Education recognizes that the tax money provided for the elementary educational program should not be dissipated in a program of community activities, valuable though these activities may be.

Therefore, the Board of Education adopts this classification of possible users of the District's facilities and establishes the formula for renting or reimbursing the school district for the costs of these community facilities.

The following classifications and explanation of rates will be applied by the Superintendent for renting the facilities:

Class I Organizations

Tax supported community organizations serving residents of School District 74 or Niles Township.

Class II Organizations

Not-for-profit organizations with headquarters or a majority of membership within the boundaries of School District 74.

Class III Organizations

Not-for-profit community organizations which have headquarters and a majority membership within Niles Township.

Class IV Organizations

Other community-based organizations or businesses.

Rental Agreements For Use Of School Facilities:

1. Rental agreements for use shall be issued by the District office.
2. The use of facilities and grounds, when granted by such a rental agreement, shall be under the direction of the Superintendent, and it shall be his/her duty and responsibility to see that all rules are enforced.
3. Rental agreements shall be in writing and for a period of not more than one year.
4. Groups using the school properties on a yearly basis are required to file a yearly schedule with the Superintendent by September 1.
5. All rental agreements shall be issued for specific hours; extension of stated hours will not be permitted without prior approval.
6. There is an understanding that the remainder of the facility is not to be opened, entered or used.
7. The rental agreement may be revoked for failure to comply with the policy or regulations of the Board of Education or due to unforeseen needs of the School District or other reasonable cause.
8. Special rental agreements for use during summer vacation will be granted upon the approval of the Superintendent.
9. Assigned classrooms shall not be used for rental purposes without prior written approval of the Superintendent.
10. The Board of Education shall not rent to individuals without the written approval of the Superintendent, otherwise the Board shall rent to bona fide organizations meeting the criteria herein stated.
11. A certificate of insurance shall be required by the Board of Education with limits of liability coverage as established in this policy.

General Rules Of Use

1. All groups and organizations using school facilities must agree to abide by the Board of Education rules and regulations. Regular school organizations, whether for day, afternoon or evening use in school, have prior rights to the building. Rental agreements will not be issued for programs which in any way interfere with regular school use.
2. Renting organizations must agree to maintain liability insurance coverage, with the school district as a named insured on the original insurance policy, in minimum amounts of $1,000,000 for personal injuries and $500,000 for property damage, and must submit a certificate of insurance to the Business Manager prior to the use of the facility.
3. The use of school property and equipment shall be consistent with Board of Education policy, and shall be under the supervision of a duly authorized member of the staff or adult directly responsible to the Board of Education.
4. When school kitchens are used for food preparation (heating or reheating), a supervisor of the kitchen must be employed.
5. School furniture, apparatus, or any other kind of equipment are not to be removed or displaced without permission.
6. School property must be protected from damage or mistreatment. In the event school property is damaged, the same shall be paid for by the organization using the facility.
7. School employees will not accept payment of money or gifts for services rendered during the use of the school building. Such employees will be paid by the Board of Education for time on duty after the regular school day.
8. Any equipment brought into the building by the renting organization, such as scenery properties, etc. must be removed at the conclusion of the event to avoid interfering with the school program, unless prior arrangements are made with the Principal.
9. Food shall be served only in the cafeteria and not taken to any other part of the building. During certain school functions, refreshments will be allowed in other areas with prior permission from the Principal.
10. Fire prevention and safety:
    a. The use of open flames, such as lighted candles, matches, etc., anywhere in the building is strictly forbidden. The use of electrical extensions and decorations shall have official approval. Decorations such as posters and banners, require special permission. Flimsy decorations, such as straw, leaves, excelsior or cornstalks, are only permitted if treated with a fire retardant solution approved by the Lincolnwood Fire Department. No paper lanterns or draped lamps are to be used. No paper grass, leaves or shrubs are to be placed along footlights. The placement of banners, posters, and decorations on drapes, curtains, walls or stage equipment is prohibited.
    b. Corridors, exits and stairways must be kept free of obstructions at all times.

Exits are to be lighted when the multipurpose room or gym is in use.

c. The District will be responsible for contacting the Fire and Police Departments and notify them when gatherings of more than 100 people are held in the multipurpose room or gym. In the event of personal injury, or damage to school district property, a report to the Superintendent must be submitted no later than twelve hours after the occurrence.

Lincolnwood School District 74

Hourly Rental Rent Table

Facility	Class I	Class II	Class III	Class IV
Cafeteria	--	$50	$75	$150
Kitchen	--	$50	$100	$150
Multi-Purpose Room (Rutledge Hall or Todd Hall)	--	$50	$75	$100
West Gym	--	$75	$100	$200
Auditorium	--	$100	$150	$275
Auditorium for Rehearsal	--	$50	$100	$150
Conference Room	--	$50	$100	$125
Classroom	--	$50	$100	$125
Campus Soccer Field (North)	--	$50	$75	$150

Campus Soccer Field (South)	--	$50	$75	$150
Baseball Field (North)	--	$50	$75	$150
Baseball Field (South)	--	$50	$75	$150

A minimum of one-hour will be charged. The District retains the right to waive the fees.

Class Definitions:

Class I Organizations

Class II	**Organizations**
Tax supported community organizations serving residents of School District 74 or Niles Township.	Not-for-profit organizations with headquarters or a majority of membership within the boundaries of School District 74.
Class III Organizations	**Class IV Organizations**
Not-for-profit community organizations which have headquarters and a majority membership within Niles Township.	Other community-based organizations or businesses.

Additional Staffing Fees, if applicable:

- Weekday Custodial/Parking Assistant @ _____ per person, per hour (three-hour minimum)
- Weekend Custodial/Parking Assistant @ _____ per person, per hour (three-hour minimum)
- Cook/Chef @ _____ per person, per hour
- IT/Tech @ _____ per person, per hour (*additional equipment rental fee $25 per hour*)
- Setup/Take Down @ _____ per person, per hour

CREATED: September 10, 2002

REVISED: September 5, 2019

REVIEWED: March 2, 2023

Lincolnwood School District 74 - Administrators Edition