



Due date: February 25, 2025, no later than 10:00 a.m.
RFQ/P 2024-25 (Q5)

**Rowland Unified School District
Academic Support and Enrichment Programs
Request For Statement of Qualifications and Proposal**

Timeline and Information

- Request for Qualifications/Proposals Issued: **January 28 & February 4, 2025**
Advertised in the San Gabriel Valley Tribune
- **Mandatory Vendor's Conference: February 11, 2025, 1:00 p.m.**
- **Deadline to Submit Questions: February 18, 2025, 10:00 a.m.**
- **Deadline for Submittal of Responses: February 20, 2025, 10:00 a.m.**
- **Interviews: March 6, 2025 – 10:30 a.m. to 5:00 p.m.**
- **Submission Due Date: February 25, 2025, 10:00 a.m.**
- **Submission to Governing Board: March 13, 2025**

*Timeline subject to change

**REQUEST FOR STATEMENT OF QUALIFICATIONS AND REQUEST FOR PROPOSALS FROM BEFORE, AFTER AND
SUMMER SCHOOL ACADEMIC SUPPORT AND ENRICHMENT PROGRAM PROVIDERS
FOR ROWLAND UNIFIED SCHOOL DISTRICT**

I. BACKGROUND

Rowland Unified School District ("District") is requesting statement of qualifications and proposals ("Response") from experienced and qualified organizations ("Organization(s)") to serve as the Before, After and Summer School Academic and Enrichment Programs ("Program(s)") provider and operator to fifteen (this includes Giano) District school sites ("Services") as needed by the District, including during the school year, non-school days, intersession and summer session.

After School Education and Safety (ASES) delivers a high-quality, diverse, equitable, and inclusive education to all student scholars, so they can creatively explore interests, collaboratively solve problems, and fully develop as resilient, caring, and responsible members of our community. Our mission expands beyond the regular school day and includes before/after school times as well as non-school days. We invite Organizations who believe in the power of and specialize in expanded learning/ASES to submit a Response for partnership with the District.

District seeks to contract with one Organization to provide and operate before school, after school, non-school day, intersession and summer Programs in deep collaboration with District's personnel. The Program will be supported by and utilize multiple funding streams including but not limited to After School Education and Safety ("ASES") in accordance with Education Code sections 8482-8484.65, and Expanded Learning Opportunities Program ("ELOP") funds apportioned to District in accordance with Education Code section 46120.

II. GENERAL INFORMATION

Organizations that intend to submit a response to this RFQ/P ("Response(s)") must be:

- Insured;
- Licensed and;
- Must maintain a full-service office within fifty (50) miles of the District.

The District reserves the right to reject any or all Responses at its discretion, cancel, revise, or extend this solicitation, request additional information deemed necessary and to negotiate jointly or separately with individual respondents with respect to any or all elements of their Response. The District also reserves the right to contract with any or multiple Organizations or not to contract with any Organization for the Services described herein.

III. INSTRUCTIONS

Responses. A mandatory vendors conference will be held on **February 11, 2025**, at **1:00 p.m.** at the **Rowland Unified School District 1830 S. Nogales Street, Rowland Heights, California 91748**. All prospective vendors are required to sign in at the vendor's conference. The conference is expected to take approximately one (1) hour. Failure to attend or tardiness will render the proposal ineligible. Organizations are invited to submit a proposal to **Rosana McLeod, Director of Purchasing** in accordance with RFQ/P no later than **10:00 a.m. on February 25, 2025, at the Rowland Unified School District, Purchasing Department, 1830 S. Nogales Street, Rowland Heights, California 91748**. They must specify **"RFQ/P for Rowland Unified School District Academic Support and Enrichment Program Services – [Organization Name]"** in the subject line.

IV. INTERVIEWS

The District may, at its discretion, interview some or all of the organizations that provide a response to the District. If an Organization is asked to attend an interview, it is **mandatory** that the proposed primary contact and a principal of the Organization, with the authority to enter into binding contracts with the District, attend the interview.

V. QUESTIONS

All questions regarding this RFQ/P must be submitted on February 18, 2025, no later than **10:00 a.m. to Rosana McLeod, Director of Purchasing**, via email rmcleod@rowlandschools.org and directed only to the **Point of Contact**. District may respond to questions presented via addenda to this RFQ/P. **FIRMS MUST NOT CONTACT ANY OTHER DISTRICT PERSONNEL DIRECTLY WITH INQUIRIES REGARDING THIS RFQ/P.**

Questions via phone calls or other modes of communication other than email will not be considered and may be grounds for disqualification.

VI. SCOPE OF SERVICES AND QUALIFICATIONS

1. Interested Organizations must be prepared to meet including but not limited to the following requirements:
 - 1.1. Prioritize unduplicated students during the enrollment process.
 - 1.2. Be able to provide at minimum 9 hours of service daily for intersession/summer programs maintain all documents required for Federal Programs.
 - 1.3. Be able to run after-school programs until at least 6:00 p.m.
 - 1.4. Adhere to all funding stream (ASES/ELOP) requirements and program quality standards, maintain all documentation per the Fiscal Responsibilities for Expanded Learning Opportunities Program (Exhibit 1) and Expanded Learning Programs (Exhibit 2) review and collaborate with the District's Fiscal Department to prepare reports and the necessary documentation.
 - 1.5. Implement an attendance tracking system and sign-in/out procedure that includes an early release component. The firm must use the District's assigned platform for enrollment and attendance.
 - 1.6. Work in collaboration with RUSD Nutrition Services to serve and document a snack/supper that complies with District protocol and federal requirements.
 - 1.7. Incorporate a physical activity component, an educational component, and an enrichment component based on the student's needs and interests.
 - 1.8. Be able to serve a maximum 20:1 ratio (students: Staff) for grades 1st-6th and 10:1 for TK/K classrooms.
 - 1.9. Collaborate with the District to support the student recruitment process.
 - 1.10. Be able to provide bilingual Staff for Mandarin and Spanish-speaking students.
2. Programs to be provided include but are not limited to the following:
 - 2.1. Tutoring services,
 - 2.2. Homework help,
 - 2.3. Science, technology, engineering, and/or mathematics (STEM) activities,
 - 2.4. Performing arts education,
 - 2.5. Music education,
 - 2.6. Activities and supports for special populations, which include Special Education and English Language Learners (ELs) that emphasize language skills and academic achievement,
 - 2.7. Recreational activities,
 - 2.8. Computer and technology education,

- 2.9. Social/emotional learning and development,
 - 2.10. College and career readiness activities,
 - 2.11. Project-based learning,
 - 2.12. Leadership and entrepreneurial skill development, and
 - 2.13. Service-learning projects.
3. Staffing expectations must meet the minimum requirements of the ELOP and ASES programs including:
- 3.1. Programs will maintain a minimum of 1:20 adult-to-student ratio and 1:10 ratio for TK/K classrooms.
 - 3.2. All Staff included in this ratio will meet the District's Instructional Aide requirement as documented in the RUSD ELOP Plan. The Organization's Staff must have a minimum of 2 years of college (48 semester units) and pass the RUSD Instructional Aide exam or the Organization's ESSA-compliant district-approved exam.
 - 3.3. All Staff must have Tuberculosis Clearance and fingerprint clearance by both the Department of Justice and the Federal Bureau of Investigation.
 - 3.4. Organization's Staff must receive required training) in incident/emergency management as well as other requested trainings (CPR, first aid, behavior management, etc).
 - 3.5. Organization must file incident reports for any significant events or injuries during programming and communicate these with the RUSD team.
 - 3.6. Organization's employees are considered mandated reporters for suspected cases of abuse and neglect pursuant to Penal Code section 11166.5.
 - 3.7. Organization will have full-time site supervisors and a trained assistant coordinator in the event of an absence.
 - 3.8. Organization will have a manager-level supervisor available to support and supervise Staff as needed.
 - 3.9. Organization's Staff will work collaboratively with District staff on program design, the coaching of new Staff and any staff needing remediation (determined by the District or provider), outreach and enrollment, and coordination/alignment between academic and enrichment program elements.

VII. CONTENT FOR RESPONSES

Organizations' Responses. Each Organization's Response must be consecutively numbered on each page and must include the following information using the following outline structure, except as may be otherwise directed. The Organization's Response shall **be no longer than fifty (50) pages**, inclusive of résumés, forms, and pictures, and tabbed according to the numbering system reflected below.

- 1. **Content of Responses for Request for Qualifications/Proposals.** Responses must be concise, well organized, and demonstrate the Organization's qualifications. They shall be formatted as outlined below.
 - 1.1. **Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of the Organization(s), address, telephone, and fax numbers, and the name, title, and signature of the person(s) authorized to submit the Response on behalf of the Organization. The Letter of Interest should provide a brief statement of the Organization's experience indicating its unique background and qualities, its personnel, and its sub-consultants, and what will make the Organization a good fit for work in the District.
 - 1.2. **Table of Contents.** A table of contents of the material contained in the Response should follow the letter of interest.
 - 1.3. **Executive Summary.** The executive summary should contain an outline of Organization's approach, along with a brief summary of Organization's qualifications.

- 1.4. **Proposed Personnel/Organization Team.** Include resumes of key personnel who would be performing Services for the District. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District.
- 1.5. **Organization Information.** Provide a comprehensive description of the Program Services offered by Organization. The description should include the following:
 - 1.5.1. Provide a brief history of Organization, and, if a joint venture, of each participating entity. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.
 - 1.5.2. Provide Organization's contact information and email address to send Organization notifications pursuant to this RFQ/P.
 - 1.5.3. Describe in detail all Services provided by the Organization and describe how the Organization intends to accomplish the Services, inclusive of Mandarin and Spanish translation support.
 - 1.5.3.1. What strategies or staff training will the Organization have in place to provide individualized learning for English Learners?
 - 1.5.3.2. What strategies or supports will the Organization have in place to provide individualized support for Special Education students, addressing behavior interventions, academic needs, toileting support, and special accommodations that may arise due to student's unique needs?
 - 1.5.4. Describe Organization's philosophy and how Organization will work with the District staff to perform the Services.
 - 1.5.5. Describe the Organization's past (years) of experience with ASES and ELOP funding as well as other relevant federal program monitoring preparation/supports they can offer.
 - 1.5.5. Provide a statement of Organization's financial resources and insurance coverage. Include a certification of correctness of Organization's statement of financial resources.
 - 1.5.6. Provide a statement of ALL claims(s) filed against Organization in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s).
 - 1.5.7. Include letters of reference with a minimum of three (3) but no more than ten (10). Indicate ongoing commitment to the professional education of Staff, total number of permanent employees, and any other data that may assist the District in understanding Organization's qualifications and expertise. Specify the number of training days offered annually and on an ongoing basis, as well as the types of training provided.
 - 1.5.8. **Additional Data.** Provide additional information about the Organization as it may relate to Organization's Response. This can include letters of parent/family survey responses demonstrating the satisfaction of the Services you offer families, if available.

- 1.6. **Application Questions and Supporting Documentation.** Provide written responses and the requested documents and information to the questions attached hereto in **Attachment 1**.

VIII. EVALUATION AND SELECTION PROCESS

The District intends to select one of the Organizations - but reserves the right to select more than one Organization, or none - that best meet(s) the District's needs to perform the Services, or any component thereof. Any award of a contract will be subject to approval by the District's Governing Board ("Board"). The District will award a contract to the Organization(s) that demonstrates the best ability to provide the Services, or any part thereof, at the best value to the District based upon, without limitation, the Organization's past experience, performance information, technical expertise, team experience, approach to the Services, experience of proposed personnel, proposed revisions to the Agreement, responses to the application questions, proposed compensation/fee schedule, and other relevant criteria.

IX. FORM OF AGREEMENT

The selected Organization must agree to enter into a Form of Agreement that has been prepared by the District and adapted for the District's Programs including ELOP/ASES and this RFQ/P. The Agreement will include indemnification of the District, District's limitation of liability and insurance provisions including but not limited a sexual abuse and molestation insurance policy. **PLEASE NOTE: The District will not consider any substantive changes to their Form of Agreement.**

X. TERMS AND CONDITIONS

1. The District reserves the right to contract with any Organization responding to this RFQ/P for all or portions of the Services, to reject any Response as non-responsive, and not to contract with any Organization for the Services described herein, or any part thereof. The District reserves the right to select any Organization(s) or no Organization to be part of District's pool. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek Responses from or to contract with any Organization not participating in this process. The District shall in no event be responsible for the cost of preparing any Response in Response to this RFQ/P.
2. Issuance of this RFQ/P does not commit the District to award a contract for Services or to pay any costs incurred with the preparation of a Response. Organizations should note that the execution of any contract pursuant to this RFQ/P is dependent upon successful negotiation of terms and fees as well as approval by the District's Board.
3. The selected Organization(s) and each of its (their) sub-consultants and/or co-venture partners, shall comply with all applicable federal and California laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended, Executive Orders 11246, 11375, and 12086, the California Fair Employment and Housing Act beginning with Government code section 12900, Labor Code section 1735, and any other applicable federal and state laws and regulations hereinafter enacted, including the Federal Americans with Disabilities Act (ADA). Organizations shall be responsible for establishing and implementing an ADA program within the Organization's workplace. Organizations shall not discriminate against any prospective or active employee based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The selected respondent shall cause the above provisions to be inserted in all subcontracts for any work covered by this RFQ/P so that such provisions will be binding upon each sub-consultant.

Prior to contract execution, proof of all insurance at the levels specified in the specific contract will be required.

The District reserves the right to amend this RFQ/P by means of addenda.

4. In the event Organization is asked to attend an interview, it is mandatory that the proposed primary contact and a principal of the Organization with the authority to enter into binding contracts with the District attend the interview. The District is not responsible for any costs the Organization may incur in the preparation of the Response, interview, or selection process.

XI. MANDATORY QUIET PERIOD

From the date of issuance of this RFQ/P until the selection process is completed, any interested Organization and/or their agent or representative, shall not communicate with any District Superintendent, staff member, member of the Board, member of Citizens' Bond Oversight Committee(s), member of any other Board appointed committee, or District consultant regarding this RFQ/P. All communications must be transmitted to the Point of Contact named herein. Any interested Firm violating the communications prohibition may be disqualified at District's discretion.

ATTACHMENT NO. 1

APPLICATION QUESTIONS

1. ORGANIZATIONAL CAPACITY/AGENCY INFRASTRUCTURE

- 1.1. Describe what process your Organization will put in place to ensure you have qualified, well-trained Staff serving the District students. Describe staff recruitment and retention plans, performance evaluation process, and supervision, training and coaching plans.
- 1.2. How does your Organization ensure that all of your Program staff have baseline knowledge and understanding of youth development best practices? Using an organizational chart, describe how the District Programs including ELOP will be supported by the larger Organization. Identify how each role in your chart serves program staff by providing a high-quality experience for youth.
- 1.3. Describe your experience and approach to serving the District community and/or other communities with similar demographics, assets, challenges, etc. If applicable discuss your background working with District families and other community partners.
- 1.4. Using an organizational chart, describe how the Programs will be supported administratively and programmatically. Specifically, identify and describe the agency staffing, systems, and processes that will ensure the Organization's responsibilities will be fulfilled effectively.
- 1.5. Describe the role of the Site Coordinator who will be the primary point(s) of contact for the District Programs. Describe how this individual will ensure a strong partnership with District leadership, school sites, and other community partners working within District Programs including ELOP.

2. FISCAL MANAGEMENT AND RESOURCE DEVELOPMENT.

- 2.1. Using your Organization's budget, create a budget narrative showing how your agency would allocate funds to run high-quality programs including a required staffing ratio of 1:20, 10:1 for TK/K (or better). Your budget should show secured leveraged funds and resources that you would contribute to the operational costs of running the Programs including ELOP/ASES. Please do separate budgets for school year programming and summer programming. Please include the following:
 - 2.1.1. Your budgets must detail:
 - 2.1.1.1. Staffing costs for service delivery, staff training, and prep time;

- 2.1.1.2. Full time site coordinator/supervisor;
- 2.1.1.3. Any management-level staff who will be paid by grant funds in support of direct service programming;
- 2.1.1.4. Supplies, materials, curriculum, subcontractors, books, field trips, etc. and
- 2.1.1.5. Agency administrative costs are not to exceed 3% of the contracted amount.

*Note: Organization budgets do not need to include food and transportation costs.

2.1.2. Describe how your Organization will secure additional funding to supplement the contracted funds from the District. What additional grant dollars and resources (in-kind, services, volunteers, etc.) will your agency secure to help cover the costs of running the District Programs, including ELOP/ASES? Indicate sources and dollar value of contributions already secured and resources already leveraged.

2.2. Describe your Organization's system, structures and processes to ensure sound fiscal management of grant funds, including expenditure reporting and payroll processes. How will your Organization ensure compliant use of grant funds and proper maintenance of fiscal and other grant-related records for auditing purposes? Also discuss whether your Organization has audited financial statements and the audit results secured within the last 2 years.

3. YOUTH DEVELOPMENT EXPERTISE, PROGRAM QUALITY ASSESSMENT PROCESS, AND SCHOOL DISTRICT ALIGNMENT.

3.1. Please review the California Department of Education's ("CDE") quality standards, the Fiscal Responsibilities for Expanded Learning Opportunities Program (Exhibit 1), and the Expanded Learning Program Instrument (Exhibit 2), which are accessible on the CDE Website. These standards identify Organization, Staff, and programmatic touchpoints used by CDE to guide program quality. Please identify and discuss your Organization's strengths and key areas for improvement in providing quality youth development programming. Please provide a sample schedule of activities that support the quality standards.

3.2. What types of data does your Organization use to evaluate Program quality? How has your Organization used this information to inform program quality growth? Please share what indicators demonstrate that your Organization is making the desired impact. Provide any local data (letters of reference, family surveys, youth surveys, district surveys, etc.) you have to exemplify the quality of your Programs. Please include an explanation of how often you will survey students, parents, and/or Staff and how you plan to share these with RUSD Special Projects Team.

3.3. Describe how the Programs are designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the program will provide access and opportunity for students with disabilities.

3.4. Describe how the Program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day, with a focus on literacy and math that may also include embedding this focus within other subjects or activities.

3.5. Describe the range and type of Programs that will be offered and the intended outcomes of these

Programs, including creating a safe and supportive environment, active learning opportunities, skill building, student leadership, making healthy choices, addressing diversity, and providing opportunities for all students to experience diversity, access, and equity.