

NOVATO UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSALS

Expanded Learning Opportunities Program

2025- 2026

NOTICE IS HEREBY GIVEN that the Novato Unified School District (“District”) invites and will receive sealed proposals from interested and qualified proposers for furnishing the Expanded Learning Opportunity Programs (“ELOP”) for the 2025-2026 school year with the option to renew the agreement for two more years.

The Request for Proposals (“RFP”) will be posted on the District website on April 28, 2025.

Sealed proposals shall be delivered and addressed to **Novato Unified School District. Attn: Suzanne Hirshfield, 1015 Seventh Street, Novato, CA 94903** no later than **4:00 PM on May 9, 2025**. Proposals received after the scheduled submittal deadline will not be accepted.

TIMELINE

Release of RFP	April 28, 2025
Proposals Due	May 9, 2025
Announce Selection of Proposer	May 14, 2025

- The District reserves the right to accept or reject any and all proposals and to waive any informality in bidding as deemed to be in the best interest of the District.
- The District further reserves the right to accept all or part of any proposal, or to cancel in part or in its entirety the RFP.
- The District also reserves the right to amend this RFP as necessary. Proposals will remain open and valid for **12 calendar days** after the date set for the opening.
- Any proposer may withdraw their proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals.
- Incomplete proposals will not be considered.
- All materials submitted to the District in response to this RFP shall remain the property of the District.
- The District shall not be responsible for the costs of preparing any proposal in response to the RFP.
- After the proposals are evaluated, proposers may be invited to an interview as part of the evaluation process at the discretion of the District

TERM

The contract entered into between the selected Organization(s) and the District, pursuant to this RFP, will be for a period of one (1) year with the option to renew up to two (2) years at the discretion of the District. The award of a contract is subject to approval by the District's Board of Education.

PROGRAM OVERVIEW AND REQUIREMENTS

While the District is not required to undergo a competitive process to award this contract, the District nonetheless issues this RFP to maximize competition for the services. The District is accepting proposals from community partners with experience serving students to provide ELOP on school sites in the hours after the school day is completed and during summer.

The District will offer ELOP to students in TK-6. The program shall serve students at across multiple elementary and middle school campuses. District school participating in ELOP shall include:

- Hamilton TK-8
- Loma Verde Elementary
- Lu Sutton Elementary
- Lynwood Elementary (TK/K only)
- Olive Elementary
- Pleasant Valley Elementary
- Rancho Elementary
- San Ramon Elementary
- San Jose Middle
- Sinaloa Middle

Eligibility - Unduplicated Students

ELOP programs prioritize students who are English Learners, low-income (qualifying for free/reduced meals), or Foster Youth.

Hours and Days of Operation

In-person after school expanded learning opportunities are offered after school on all school days and 30 non-school days.

Required Program Elements

1. An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.
2. An educational enrichment element that may include, but is not limited to fine arts, recreation, physical fitness and prevention activities.

Student-to-Staff Ratio

- 10:1 staff to student ratio for TK and K students
- 20:1 staff to student ratio for 1st-6th grades

Requirements for All Staff

The service provider will not allow vendor staff on any school sites until all required documentation has been submitted to the District. The District reserves the right to discontinue a staff member's participation in a District program due to behavior concerns, improper reporting of time, and/or other improper conduct. The cost of training, fingerprinting and health screening is the responsibility of the successful proposer.

- **Live Scan Fingerprinting:** Fingerprinting and background checks for all employees, contractors, agents and volunteers before they have contact with any District students.
- **TB Testing:** Have on file current documentation of Tuberculosis (TB) Screening and negative TB Test results for all employees, contractors, agents and volunteers who have contact with District students.
- **Staff Minimum Qualifications:** All staff members who directly supervise students shall, at a minimum, meet the qualifications for an instructional aide (Education Code 8483.4, 8484.75, 45330, 45344, 45344.5).

Insurance

The successful proposer will be required to maintain the following minimum insurance coverage throughout the life of the contract, which must be issued by an Admitted Surety in the State of California.

COMMERCIAL GENERAL LIABILITY

WORKERS' COMPENSATION and EMPLOYERS LIABILITY

AUTOMOBILE LIABILITY

SEXUAL ABUSE AND MOLESTATION LIABILITY

TO BE COMPLETED BY PROPOSER

PART 1 – Quality Standards

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. Please provide a narrative description in response to the prompts listed under each Quality Standard.

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment.

2—Active and Engaged Learning

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.

3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. When applicable, describe how students will be served nutritious meals and/or snacks during the hours of ELOP programming.

6—Diversity, Access, and Equity

Describe how the program addresses cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELOP will provide access and opportunity for students with disabilities.

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

8 – Vision, Mission and Purpose as a Service Provider

Describe the clearly defined vision, goals, and measurable outcomes that drive program design, implementation and improvement.

9—Collaborative Partnership with District

Describe the program’s desired collaborative partnership with District.

10—Program Management

Describe plan for program management.

Part II – Sample Program Schedule

Please submit a sample program schedule for school day and summer program. Include description/lesson plan for one educational and enrichment activity for each requested schedule.

School Year

- TK-Kinder
- 1-5
- 6

Summer School

- K-6

Part III – PROPOSED COSTS

Provide the total cost of operating your program for 180 days and 30 non-school days (six weeks) in the summer. Both parties agree that the submitted cost is subject to change and this format is being utilized only for proposal consideration purposes.

School Year

School	TK-K # of Pupils	TK-K Cost per Pupil	1-6 # of Pupils	1-6 Cost per Pupil	Total Cost per Site
Hamilton TK-6					
Loma Verde TK-5					
Lu Sutton TK-5					
Lynwood TK/K only					
Olive TK-5					
Pleasant Valley TK-5					
Rancho TK-5					
San Ramon TK-5					
San Jose – 6					
Sinaloa – 6					

Per pupil cost should include all costs incurred by the vendor to operate the program.

Summer Program (six weeks for 200 students)

# of Pupils	Cost per Pupil	Total Cost
200		

Minimum Guarantee and Sliding Scale

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Excluded Parties Certification: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:

Proposer certifies that neither it 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.

Authority

The undersigned is an employee of the Proposer and is duly authorized to this proposal.

Signature	
Printed Name	
Title	
Date	