

ORANGE UNIFIED SCHOOL DISTRICT



REQUEST FOR PROPOSALS

RFP No. 2122-0003

AFTER SCHOOL EXPANDED LEARNING OPPORTUNITY PROGRAM

Sealed Proposals Due No Later Than:
July 13, 2022 – 10:00 a.m.

Submissions and Information Contact:

Ms. Jewelia Noriega
Contract Analyst
Orange Unified School District
Purchasing Department
726 W. Collins Avenue
Orange, CA 92867
Phone: (714) 628-4440
E-Mail: purchasing@orangeusd.org

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no Respondent, person, or entity, submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such Respondent shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract with any member of the District, Board of Education, representatives, agents, selection members, or any member of the Retirement Board of Authority, other than the individual(s) specifically named herein. Any such contact shall be grounds for the disqualification of the Respondent submitting a response.

I. OVERVIEW

The Orange Unified School District (the “District”) is inviting proposals from qualified firms to provide high quality after school expanded learning opportunity programs outside of the regular school hours on one (1) or more elementary and/or middle schools within the District. After school programs are defined as programs that take place when school is not in session and provide enrichment and recreational activities for students in Transitional Kindergarten (TK) to 6th grades. The RFP will be awarded to one (1) or more organization(s). Furthermore, in the event that the winning organization(s) are unable to fulfill the contract requirements thus, results in a cancellation of the original contract between the winning organization(s) and the District, a backup organization may enter into a contract with the school district upon mutual agreement without submitting another proposal. Proposals made in this RFP by the backup organization shall stay effective till the end of the contract term. The District will act as the sole judge on whether the contract requirements are met to the District’s satisfaction. This RFP defines the program and the services that are being sought from the organization(s) and generally outlines the program requirements.

About the District

Orange Unified School District (the “District”) is a public school district headquartered in Orange, California. Orange USD serves the cities of Orange and Villa Park, the unincorporated land of Silverado, and parts of Anaheim, Garden Grove, Irvine, Santa Ana, and an unpopulated area of Yorba Linda. Its student enrollment is approximately 30,000 students for grades K-12. The District operates 26 elementary, 5 middle (including 2 Charter schools), 4 high schools, a continuation high school, a K-8 math and science magnet school and two special schools. Twenty-one of its thirty-eight schools have been recognized as California Distinguished Schools.

In 1953, the citizens of the area voted to form a “unified” school district, combining the original five elementary districts with the high school district into one unified district, now known as the Orange Unified School District.

As a part of the CA State Budget, the Expanded Learning Opportunities Program (ELO-P) has been established to provide funding for afterschool and summer school enrichment programs for transitional kindergarten/kindergarten through sixth grade students. The goal is to develop the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences and extracurricular activities. The program is intended to be student-centered, results driven, include community partners, and complement, but not replicate, learning activities in the regular school day and school year.

II. PURPOSE OF REQUEST FOR PROPOSALS

The objective of this Request for Proposals (“RFP”) is for the District to secure one or more firms to provide on-site after school expanded learning opportunity programs in Grades TK-6.

After school programs provide students with enrichment opportunities as well as additional activities designed to complement the district’s academic program. These programs can provide a variety of high quality services to support student learning and development while assisting working parents by providing a safe environment for students. Services may include, but are not limited to:

- Tutoring services
- Homework help
- Science, technology, engineering and/or mathematics (STEM) activities
- Performing arts education
- Music education
- Foreign language education (Mandarin and Spanish only)
- Activities for English Language Learners (ELs) that emphasize language skills and academic achievement
- Recreational activities
- Computer and technology education
- Social/emotional learning and development
- College and career readiness activities
- Project-based learning
- Leadership and entrepreneurial skill development
- Service learning projects
- Career Technical education
- Life skills support
- Culinary arts education

III. SUBMISSION OF PROPOSAL AND DEADLINE

Please submit one (1) original (clearly marked), plus four (4) copies of the proposal along with one (1) electronic version in PDF of your proposal (flash drive only). All pages shall be single sided with text no smaller than 11-point font and margins of no less than 1” on all sides. All responses must be received by the District representative below, no later than the date and time specified under Tentative Timeline below.

Once submitted, responses become the property of the District. No corrected or resubmitted proposals will be accepted after the deadline. No electronic or faxed copies of the proposals will be accepted.

Questions regarding this RFP may be directed to the District representative below. All questions must be in writing and received no later than **July 6, 2022 at 4:00 PM (PST)**.

District Representative Contact for Questions and Submittal of Proposal:

Ms. Jewelia Noriega
 Contract Analyst
 Orange Unified School District
 Purchasing Department
 726 W. Collins Avenue
 Orange, CA 92867
 Phone: (714) 628-4440
 E-Mail: purchasing@orangeusd.org

It is the sole responsibility of the submitting firm to ensure that its proposal is received before the submission deadline. Submitting firms shall bear all risks associated with delays due to problems associated with internet transmission. Any proposals received after the scheduled deadline for receipt of proposals may, at the District’s sole discretion, be rejected. No corrected or resubmitted proposals will be accepted after the proposal submission deadline.

Important Note:

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no Respondent, person, or entity, submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such Respondent shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract with any member of the District, Board of Education, representatives, agents, selection members, or any member of the Retirement Board of Authority, other than the individual(s) specifically named herein. Any such contact shall be grounds for the disqualification of the Respondent submitting a response.

TENTATIVE TIMELINE

The anticipated schedule for completion of this RFP is shown below; dates are subject to change:

Milestone	Date
Mandatory Pre-Bid Conference	June 24, 2022 9:00 A.M. – 10:00 A.M.
Questions	July 6, 2022 No Later Than 4:00 P.M. PST
Proposals Due Date	July 13, 2022, No Later Than 10:00 A.M. PST
Notification to Short-List Firms of Interview Date/Time-TBD (If necessary)	July 14 – 15, 2022
Interviews Date/Time-TBD (If necessary)	July 25 – 29, 2022
Notice of Intent to Award to Selected Firm(s)	August 12, 2022
Award of Contract(s) by Authorization of the Retirement Board of Authority	August 18, 2022
Execution of Contract	August 31, 2022
Anticipated start of service	September 6, 2022

The District reserves the right to reject any and all RFP responses, to amend the RFP and the process itself, or to discontinue the process at any time. The District may waive any immaterial deviation in a proposal. The District's waiver of an immaterial defect shall in no way modify the RFP documents or excuse the proposer from compliance with the other provisions of this RFP.

Nothing contained in the RFP, the responses, nor the District's acceptance of any response in whole or in part shall oblige the District to complete negotiations with any firm. The District reserves the right to end, in its sole discretion, negotiations, with a firm at any time up to the consummation of the transactions arising from this RFP.

All proposals received by the District must remain effective for a period of ninety (90) days from the date of submittal to the District.

IV. PRE-BID MEETING – MANDATORY – VIRTUAL

The District will hold a **mandatory** pre-bid meeting virtually through Microsoft Teams on **June 24^h, at 9:00 AM (PST)**. All Offerors are required to attend the entire pre-bid meeting. Any Offeror who fails to attend the entire pre-bid meeting or tardiness will be deemed a non-responsive bidder and will have its bid returned unopened.

1. Invitation requests to the Microsoft Teams link shall be emailed to purchasing@orangeusd.org.
2. The Offeror may call into the pre-bid meeting at the phone number and phone conference ID below:
 - Phone Number 1-323-457-5029
 - Conference ID 229 597 249#

V. SCOPE OF SERVICES

The selected firm(s) will provide the District on-site after school expanded learning opportunity programs in Grades TK-6 at one or more elementary and/or middle schools.

After school programs provide students with enrichment opportunities as well as additional activities designed to complement the district's academic program. These programs can provide a variety of high-quality services to support student learning and development while assisting working parents by providing a safe environment for students. Services may include, but are not limited to:

- Tutoring services
- Homework help
- Science, technology, engineering and/or mathematics (STEM) activities
- Performing arts education
- Music education
- Foreign language education (Mandarin and Spanish only)
- Activities for English Language Learners (ELs) that emphasize language skills and academic achievement
- Recreational activities
- Computer and technology education
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- College and career readiness activities
- Project-based learning
- Leadership and entrepreneurial skill development
- Service learning projects

- Career Technical education
- Life skills support
- Culinary arts education

Proposals are requested for providing after school programs to TK-6 grade students within the Orange Unified School District for the period of 210 days (180 school days and 30 intersession days), September, 2022 through July 31, 2023. Upon mutual written approval of both parties the agreement between the District and the successful bidder may be extended for one (1) additional year from August 1, 2023 through July 31, 2024. **Interested parties should specifically state the individual site(s) they are interested in servicing in the proposal worksheet.**

The after school programs will begin after dismissal from the Schools and end no later than 4:30PM, Monday through Friday during the school year. Dismissal times vary at each school site based on the students' grade level. Every Wednesday is a shorten day and minimum days are scheduled throughout the school year.

The program must have the ability to serve 5 - 40 students at each site.

Staff Requirements

1. The successful bidder must have the appropriate child care license if required to operate the program. The maximum allowable student to staff ratio is 20:1. The maximum allowable student to staff ratio is 10:1 for Transitional Kindergarten (TK) only.
2. The successful bidder shall be responsible for their own staffing and substitutes for the offered program(s).
3. All after school program staff who provide direct supervision to students must meet the following minimum requirements.
 - a. A high school diploma or its equivalent, and meet one of the following three requirements:
 1. has completed at least two years of students or 48 college units at an institution of higher education OR
 2. has obtained an associate's or higher degree OR
 3. has completed the District's para-educator test.
4. Finger Printing Clearance, TB testing and Child Abuse and Neglect Reporting Act- Proposers must certify compliance with:
 - a. Child Abuse and Neglect Act guidelines for Mandated Reporters as required by California Penal Code § 11164-11174
 - b. Fingerprinting and background checks for all employees, contractors, agents and volunteers before they have contact with any District students (Education Code Section 45125.1(e).), and
 - c. Have on file current documentation of Tuberculosis Screening and negative TB Test results for all employees, contractors, agents and volunteers who have contact with District students.
 - d. Agency shall follow all OUSD protocols as it relates to COVID screening, vaccination verification, and testing.

The cost of fingerprinting and health screening is the responsibility of the successful bidder.

VI. CONTENTS FOR RESPONSES

In order for responses to be considered, said response must be clear, concise, complete, well organized and demonstrate firm's ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important. **An Offeror must submit one (1) original (clearly marked), plus four (4) copies of the proposal along with one (1) electronic version in PDF of your proposal (flash drive only). All pages shall be single sided with text no smaller than 11-point font and margins of no less than 1" on all sides.**

The response shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

Transmittal Letter – Maximum two (2) pages

A transmittal letter signed by an official authorized to enter into contracts for the firm should refer to this RFP by title and date. It should include the following statement:

"I certify that I have read the attached RFP and accompanying instructions and that I am authorized to commit the firm to the proposal submitted."

Name and Nature of Bidder's Legal Entity: Specify in the proposal the name and nature of the legal entity and any fictitious name(s) under which it does any business. An authorized officer or person shall sign the proposal under the correct firm name.

- a. Organization name
- b. Address
- c. Name of contact person
- d. Phone number
- e. Email address
- f. Year Organization was established
- g. Number of employees
- h. Web site/Facebook page
- i. Signature of authorized officer or person
- j. Corporate seal (if a corporation)

Section 1. Qualifications and Experience – Maximum five (5) pages outside of Resumes

- A brief description of the firm and its various business functions;
- A description of the qualifications and previous experience on similar or related services including performance history;
- Brief resumes for the key staff members assigned, including professional qualifications and experience related to offered programs;– **MAXIMUM 1 PAGE PER STAFF MEMBER**
- Contact information of three Southern California school districts for which the firm provides or has provided similar programs within the past five (5) years (agency name, contact individual, mailing address, phone number and email address);

Section 2. Proposed Fees Worksheet – Included as Exhibit A

Bidders should complete the proposal worksheet, included as Exhibit A, and do not modify or change the worksheet. Bidder shall indicate with an “X” to the school the bidder is offering the program(s). Bidder shall fill in the Proposed Fee Structure as identified in the worksheet and may include multiple pages as necessary.

Section 3. Program Quality – Maximum two (2) pages per program offered

Bidders should be able to clearly describe the proposed program(s) including information related to the educational goals and desired outcomes of the program. It will be the Bidders responsibility to supply all materials and supplies related to the proposed program. The bidder should explain the activities that will be required to achieve the stated outcome as well as meet the individual needs of the School(s). Bidder shall indicate how many students the program(s) can service, and what is the minimum number of children needed to operate your after school program(s).

Section 4. Student Safety Policy and Procedures – Maximum five (5) pages

Bidders should have thorough and clearly written policies and procedures related to student supervision and safety. Bidders are expected to adhere to the District’s comprehensive emergency and disaster plan, procedures and protocols.

Section 5. Insurance

Prior to execution of the Consulting Agreement (the “Agreement”), a sample of which is included as Exhibit B to this RFP and commencement of any work, the selected firm will be required to provide a completed Certificate of Insurance from a California admitted insurer(s) with a current A.M. Best Company rating of “no less than A”, naming the District as an additional insured, for the following minimum levels of insurance:

• Commercial General Liability:	\$1,000,000 per occurrence, and \$3,000,000 general aggregate for bodily injury, personal injury and property damage (including motor vehicle operation).
• Business Auto Liability:	For injury or damage that arises out of the other party’s use of automobiles; should include all owned, hired, rented, leases, or other non-owned autos \$1,000,000 per accident.
• Workers’ Compensation	Workers’ Compensation Insurance in conformance with the laws of the State of California and applicable federal laws.
• Errors and Omissions/Professional Liability	(If applicable) For financial loss or harm caused to the district that arise out of vendor’s professional services \$1,000,000 per occurrence / \$2,000,000 annual aggregate.
• Sexual Abuse or Molestation	\$3,000,000 per occurrence / \$3,000,000 annual aggregate. Sexual abuse or molestation limits shall be separate and in addition to the limits required above.

Section 6. Non-Collusion Affidavit

All Offerors shall submit the Non-Collusion Affidavit attached as Exhibit C to this RFP.

Section 7. Proprietary information

All proposals shall become the property of the Orange Unified School District once submitted and should not contain information that is confidential or proprietary in nature.

VII. PROPOSAL TERMS AND CONDITIONS

The District will not pay any costs incurred by the firm in preparing or submitting the proposal. The District reserves the right to modify or cancel, in part or in its entirety, this RFP. The District reserves the right to reject any or all proposals, to waive defects or informalities, and to offer to contract with any firm in response to any RFP. This RFP does not constitute any form or offer to contract with the Orange Unified School District.

VIII. EVALUATION PROCESS

Subject to approval of the District's Board of Education, staff will evaluate the proposals based on the following criteria:

1. Understanding of the services required.
2. Quality, clarity, and responsiveness of the proposal.
3. Demonstrated competence and professional qualifications necessary for successfully performing the work required.
4. Background and related experience of the principal individuals to be assigned to provide services.
5. Proposed fees.

Submittals will be reviewed for responsiveness and evaluated pursuant to objective criteria, with particular attention to, without limitation, each Proposer's qualifications and demonstrated competence in providing like services as well as completeness, adherence to directions and format requirements, brevity, and clarity of content.

After the submittals are evaluated and/or ranked, the District, at its sole discretion, may elect to schedule interview(s) with the top Proposer(s). The District may elect to interview one or more Proposers.

During contract negotiations, if the District is unable to negotiate successfully a satisfactory Agreement(s) consistent with the structure of the sample Agreement attached at Exhibit B and with terms and conditions the District determines to be fair and reasonable, the District may then commence negotiations with the best qualified Proposer(s) in sequence until an Agreement is reached, or determination is made to reject all submittals.

The Evaluation Committee intends to recommend the most qualified Proposer(s) to the District's Board of Education regarding the selected firm(s) and the offer program(s). After selection and authorization by the Board, staff will issue a Notice of Award to awarded firm.

Final selection of a Proposer, terms and conditions of any and all Agreements and authority to proceed with services shall be at the discretion of the District.

A commitment will be made to the firm offering the most advantageous proposal. Although cost is a significantly weighted factor, the District shall not be obligated to accept the lowest priced proposal, but will make an award in the best interest of the District after all factors have been evaluated.

Evaluation Criteria

CRITERIA	EVALUATION WEIGHT FACTORS
Program Quality	35%
Fees	25%
Employee Qualifications	20%
Student Safety Policy and Procedures	20%
TOTAL:	100%

The District Evaluation Team may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, a District representative will notify those firms selected as to place, time, date, and location of the interview. It is anticipated the interviews will be conducted as stated in Tentative Timeline. Your firm’s primary contact as stated in your response to this RFP must be present at the interview.

The names of all firms submitting qualifications and proposals and the name of the firm selected will be made available upon request. All firms shall be notified of the results in writing after the conclusion of the selection process.

IX. FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFP for the offered program(s), to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process.

The awarding of a contract is at the sole discretion of the District. The District expects to award contract(s) for the services identified in this RFP, Tentative Timeline.

The District may, at its option, determine to award contract(s) as described above in this RFP. In such case, the successful proposing firm(s) will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract, the District will retain the right to enter into negotiations with any other firm responding to this RFP.

Thank You for Your Participation in the District’s RFP Process!