



REQUEST FOR PROPOSAL

**ASES SUBCONTRACTOR PROPOSAL
AFTER SCHOOL PROGRAM**

American Lakes School
2800 Stonecreek Dr.
Sacramento, CA 95833

and

Natomas Middle School
3200 North Park Dr.
Sacramento, CA 95835

TABLE OF CONTENTS

BACKGROUND	2
INTRODUCTION	2
PURPOSE AND OBJECTIVES	2
PROVIDER REQUIREMENTS	3
ADDITIONAL REQUIREMENTS	4
INSTRUCTIONS AND CONDITIONS	4
NEED FOR PROGRAM (10 Points)	4
PROGRAM DESIGN (30 Points)	4
ELEMENTS OF HIGH-QUALITY PROGRAMMING (20 Points)	5
ORGANIZATIONAL FOCUS (10 Points)	5
PROFESSIONAL DEVELOPMENT (10 Points)	5
PROJECT EVALUATION (20 Points)	6
FINANCIAL REQUIREMENTS	6
BUDGET FORM (10 Points)	6
BUDGET NARRATIVE (10 Points)	7
SUCCESS AND SUSTAINABILITY (20 Points)	7
OTHER POINTS (10 Points)	8
EVALUATION GUIDELINES	8
REFERENCES AND ADDITIONAL INFORMATION	8
INSURANCE	8
DUE DILIGENCE PROCESS	9
NARRATIVE GUIDELINES AND REQUIREMENTS	10
GENERAL INFORMATION AND PROPOSED FORMAT	10
APPENDICES	13
Appendix A: Grant Cover Page	14
Appendix B: Proposal Checklist	15
Appendix C: School Site Selections	16
Appendix D: Assurances to Meet Requirements NUSD ASES Programs	17
Appendix E: Budget Form	19
Appendix F: Program Goals	21
Appendix G: Proposal/Scoring Review Rating Form	22
Appendix H: Sample Contract	23

BACKGROUND

INTRODUCTION

The California Department of Education (CDE) After School Education and Safety (ASES) Program is the result of the 2002 voter-approved initiative, Proposition 49. This proposition amended California *Education Code (EC)* 8482 to expand and rename the former before and After School Learning and Safe neighborhood Partnerships Program. The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe constructive alternatives for students in kindergarten through ninth grade (K - 9). Funding is designed to: 1) maintain existing before and after school program funding; and 2) provide eligibility to all elementary and middle schools that submit quality proposals throughout California.

The Natomas Unified School District (NUSD) is pleased to issue this Request for Proposals (RFP) for Professional Services. NUSD is seeking proposals from professional and qualified not-for-profit agencies to administer the Afterschool Program at American Lakes and Natomas Middle Schools which includes enrichment, academic support, recreation and community building activities. The program also participates in the NUSD elementary and middle school athletic leagues which includes basketball, flag football, soccer and volleyball.

The after school programs for fiscal year 2018-2019 begins on August 8, 2018. American Lakes School is located at 2800 Stonecreek Dr, Sacramento, CA 95833 and Natomas Middle School is located at 3200 N Park Dr, Sacramento, CA 95835. The after school program at American Lakes will begin at 1:55 p.m. until 6:00 p.m. The after school program at Natomas Middle will begin at 3:15 p.m. until 6:00 p.m., Monday through Friday in accordance to instructional days identified in the NUSD annual calendar. Staff will also work on professional development days as identified in the NUSD calendar. The program will be supported through the After School Education and Safety (ASES) grant.

PURPOSE AND OBJECTIVES

The ASES program provides an opportunity to merge school reform strategies with community resources. The goal is to support local efforts to improve assistance to students and broaden the base of support for education in a safe, constructive environment. It is the intent of ASES program legislation to encourage schools and school districts to provide safe and educationally enriching alternatives for children and youth during non-school hours. The program creates incentives for establishing locally driven before and after school education and enrichment programs.

The ASES program involves collaboration among parents, youth, representatives from schools and governmental agencies, such as local law enforcement, local parks and recreation departments, individuals from community-based organization and private sector. Programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment, and safe, constructive alternatives for students in grades K-9.

Agencies desiring to operate an ASES program within NUSD must link and support the NUSD Vision and Strategic Plan (see District website). Agencies must have a comprehensive, whole child plan that is aligned with the NUSD focus on student learning and oriented to continuous improvement. Awards are provided to establish and/or expand school day learning to keep youth safe, and provide students with academic enrichment opportunities as well as additional activities designed to support their regular academic program.

The funding provided is intended to:

- Operate an after school program only during the regular school year.
- Provide direct service to NUSD students at awarded site.
- Improve academic performance in reading/language arts and mathematics of students who are low performing/failing or at high risk of failure as identified through state and local assessments.

PROVIDER REQUIREMENTS

The Provider must have the following qualifications:

- Align program to Quality Standards for Expanded Learning.
- Use adopted tool for monitoring and evaluating the program on a monthly basis.
- Demonstrate community partnership in delivering programs and services to children and families.
- Improve the health and wellness of youth.
- Increase students' participation in visual and performing arts.
- Develop student awareness and appreciation of different cultures.
- Increase opportunities for service learning and community service opportunities.
- Increase college and career awareness and youth entrepreneurial services.
- Provide information, educational resources, and parent engagement for families. Demonstrate ability to participate in required evaluation and outcome measures.
- Collaborate with NUSD to develop and implement a sustainability plan in order to create a robust and comprehensive program for the school site.
- At least two years as an organization of experience providing school-based afterschool programming to schools and districts.
- Ensure room and grounds used by the afterschool program are kept clean.
- Ensure that all provider employees have completed Tuberculosis (TB) test and Federal and state fingerprint clearance.

- Ensure that student discipline policy is in alignment with the school day by working with the principal.

ADDITIONAL REQUIREMENTS

Additional requirements of the provider to include the following:

- Provider is required to maintain 85% of the targeted attendance rate per a single site.
- Provider must work with the NUSD School Leadership and Support to demonstrate that progress has been made toward meeting the program goals as outlined in the service agreement; and collect data that addresses the performance indicators for the ASES program. **Aspects of reporting are subject to change based on state requirements.**
- Providers will send the program manager/site director/site coordinator to mandatory professional development and will seek out professional development for all staff.
- Providers will participate within district-wide initiatives as aligned within the NUSD Strategic Plan and Student Services and Safety office (e.g. bullying prevention).
- Providers will work with the school community and School Leadership and Support to create, refine, and modify the site after school program plan.
- Providers will need to maintain and submit accurate recording of the following documentation: program plan, late arrival early release policy, students' sign in/sign out records, staff personnel records, monthly attendance reports.
- Provider must be able to meet program requirements as outlined by ASES grant.
- Provider must use NUSD nutrition services for snacks and/or supper
- Share space and work cooperatively with other outside programs to support students.
- Provider must be able to sign a contract within 3 days of acknowledgement of award See Appendix H for a sample contract

INSTRUCTIONS AND CONDITIONS

Structure the narrative by addressing the following:

NEED FOR PROGRAM (10 Points)

- Describe how the proposed programs unique features will address the needs of NUSD students and their families and how the programs are expected to improve student learning, including learning in core academic areas such as reading/language arts, mathematics, science and civics.

PROGRAM DESIGN (30 Points)

- Please describe how the program will be aligned with the NUSD strategic plan and Quality Standard for Expanded Learning.
- Describe the range and type of programs that will be offered to provide enrichment beyond the core school day.

- Describe how your program proposes to attract youth and their families. Explain how you will maintain student enrollment throughout the school year (180 days). Specifically, describe your strategy to retain 85% or better of average daily attendance at a single site. How will program schedules and offerings be designed to encourage and support regular participation among students?
- Please describe the organizational structure that will support the ASES program and specifically the program manager/site director.
- Describe how parent and youth feedback will be included in the ongoing development of the program.

ELEMENTS OF HIGH-QUALITY PROGRAMMING (20 Points)

Describe how the elements below will be addressed and incorporated into Program Design.

- Linkages to the School Day: Describe the ways in which the program will be connected to the regular school day (e.g. shared staff, space, training, policies, curriculum, leadership support, instructional methods, etc.)
- High Quality Staff: Who will be hired to work in the afterschool program? What will be set to recruit and retain high-quality staff?
- Safe and Appropriate Environment: Describe what actions will be taken to ensure that every child is physically and emotionally safe in the program.
- High-Interest Programming: Describe the type of programming that will be offered for each age level. What efforts will be made to ensure that programming is student-centered and that every participant has a high interest in what he/she is doing? What efforts will be made to ensure appropriate grade level and/or developmental level programming?

ORGANIZATIONAL FOCUS (10 Points)

- Each proposal must include a site coordinator at a minimum of 30 hours per week. Additionally, the site coordinator must be on site at least 85% of their funded time. Describe what qualifications and background or experience you require of your site director/program manager.
- Capacity: What is your organization's capacity to hire, train, and retain staff? What will be the plan to ensure a successful start by the first day of the school year?

PROFESSIONAL DEVELOPMENT (10 Points)

Describe the types of professional development you offer, how often, when and to whom.

Consider: orientation, youth development, fostering positive behavior, regularly scheduled staff meetings for program development, linking to the school day, how to help with homework, training enrichment leaders or mentors, linking to curriculum frameworks.

- Communication/Information Dissemination: Tell us how the organization will communicate information about the program, including evaluation results, to parents, school personnel, and community in a manner that is understandable and accessible.

- Volunteers: Describe how you will enlist, utilize, orient, and train volunteers in the running, oversight and promotion of the program.

PROJECT EVALUATION (20 Points)

Describe your evaluation plan

- Describe the data sources (indicators) that will be used to measure program goals, what and how they will be measured, and how they will be used to determine success.
- Describe how the evaluation information will be used to provide feedback to stakeholders and staff and to inform project direction.

SUBMIT PROPOSAL:

Send the entire proposal, pdf to cgarden@natomasunified.org **AND**
Mail or drop off 2 copies of the proposal to the following address:

ATTN:

**School Leadership & Support
Dr. Kristen Coates
1901 Arena Blvd.
Sacramento, CA 95834**

RFP DUE By 4:30 p.m., May 31st, 2018

FINANCIAL REQUIREMENTS

Upon award, budgets will be revised to actual costs to run programs per site. More information may be requested on financials and insurances.

Funds allocated under this program may be used only to supplement, not supplant, funds that schools community-based organizations would otherwise expend for afterschool programs.

BUDGET FORM (10 Points)

Complete the budget form that is in Appendix E. Provide a proposed budget based on a **Scenario for a single site: provide a budget based on serving a minimum of 125 elementary students or 74 middle school students.** Includes separate line items for staff (direct service), administration (in-direct service), employer costs/benefits, supplies, equipment, transportation to and from the program, staff travel, professional development, contracted services, etc. Explicitly call out student:staff ratios.

Please describe the amount of funding required to effectively achieve your proposed performance targets. The costs and the sources of revenue must be reflected in the budget. The proposed budget must be for a **one-year period.**

BUDGET NARRATIVE (10 Points)

The Budget Narrative must align with and provide an explanation of the content in the Budget Form Appendix E. **Please address the following items:**

- Indicate the estimated cost per participant per day
- Provide evidence that there is a commitment of adequate resources for all participants
- Describe the purpose for expenditures

There will be quarterly financial reports and that all expenditures are subject to audit upon request.

OPTIONAL: Describe any in-kind contributions from partners or other funders that demonstrate capacity to sustain programming as at least a 15% match of requested funding.

SUCCESS AND SUSTAINABILITY (20 Points)

- **Record of Success:** Please tell us where and how you have been or are currently successful in implementing after school programs
 - Please attach a copy of your provider's most recent financial statement and independent audit report that would establish your provider's ability to complete its obligations under any agreement resulting from this RFP.
 - Have you or any of your principals been in litigation or arbitration of any kind on a question or questions relating to similar services involving a school or community college district during the prior five (5) years?
 - If Yes, provide the name of the public agency and briefly detail the dispute:
 - Have you ever had a services agreement terminated for convenience or default in the prior five (5) years?
 - If Yes, provide details including the name of the other party:
 - Is you provider, owners, and/or any principal or manager involved in or aware of any pending disciplinary action and/or investigation conducted by any local, state or federal agency? If Yes, provide details:
 - Will your provider comply with all District, local, State and Federal legal requirements, regulations and laws?

- Please provide any other information that may assist the District in ascertaining your qualifications, capability and customer service under any resultant agreement.
- **Sustainability Plan:** Describe the plans for the continuous strengthening of the Partnership between NUSD, other community-based organizations, and another Public or private organization (if appropriate).

OTHER POINTS (10 Points)

- Please provide information on any points of innovation that you will integrate into your program.
- Please describe how success will be measured on the innovation.

EVALUATION GUIDELINES

REFERENCES AND ADDITIONAL INFORMATION

- Provide at least three written references from other school based services provided.
- Provide parent survey responses demonstrating the satisfaction of the services you offer families, if available. Surveys must be current within the last year.
- Provide a Parent Handbook, or similar document/brochure.
- Provide any information if you plan or would consider hiring current District school staff.
- Has your organization had an agreement terminated for convenience or due to default in the last five years? If yes, provide details.
- Are you or your firm/agency/organization aware of any claims made or litigation alleging misconduct, discrimination or sexual harassment? If yes, provide details.
- Is your firm/agency/organization involved in or aware of any pending disciplinary action or investigation by any local, state or federal agency? If yes, provide details.

INSURANCE

The successful Bidder will be required to maintain the following types of insurance throughout the life of the contract.

Provider shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	 \$1,000,000 \$2,000,000
Automobile Liability Insurance - Any Auto Each Occurrence General Aggregate	 \$1,000,000 \$2,000,000
Professional Liability	\$2,000,000
Workers' Compensation	Statutory Limits
Employers' Liability	\$2,000,000

DUE DILIGENCE PROCESS

Selection/Review Panel: The NUSD will convene a panel of trained readers to review all completed, eligible proposals received by the due date of May 21, 2018, by School Leadership and Support.

Panel readers who are persons with extensive experience in such areas as out-of-school time programs, reading/language arts, mathematics, community and school partnerships or school improvement will review, score and rate the quality of the proposal; and the capacity of the agency to successfully implement what has been proposed. The proposal selection criteria shall be determined by NUSD personnel consistent with the requirements of performance-based contracting and on the basis of reasonable standards of quality and effectiveness including, but not limited to: (1) completeness, (2) service descriptions, (3) cost factors (relative to sample budget), (4) staff pertinent to service delivery, (5) experience of the agency, (6) responses to conditional requirements*, and (7) expected results relevant to performance target.

*"Conditional requirements" means any particular provisions specified in the RFP, such as the requirement for school/community partnership in the proposal and the commitment to collect required data and work with the evaluator.

Paper Review: Proposals are screened for adherence to proposal formatting requirements and completeness of content, to determine if the agency is addressing the required performance targets and program description.

In-depth Review: Each agency will be rated according to the criteria provided with in the Proposal/Scoring Review Rating Form, which can be found in Appendix G. All proposals will be

read and reviewed and scored by the NUSD, using pre established criteria. Following the paper review, each proposal is evaluated by each member independently utilizing the rating scale in Appendix G.

Verification: this step involves speaking to knowledgeable individuals in a position to substantiate and verify key representations made in the proposal, such as contract performance history on record (if applicable). In some circumstances, this may include a personal interview with the agency, either a face-to-face meeting, or a telephone conference. Reasons to schedule a personal interview for verification purposes may include (but are not limited): resolving tied scores, verifying agency and project viability if only partial funding may be offered, and verifying other factors when an agency or a product is not well-known to the Department of Education. Findings will be recorded in writing.

Final Selection: Selected bidders will be notified of recommendation of award by email from the School Leadership and Support. Allocation of funds is final upon successful negotiation and encumbrance of the agreement, subject to the approval of the NUSD Board of Education. Bidders selected for an award agree to be bound by the terms of the standard NUSD Services Agreement.

NARRATIVE GUIDELINES AND REQUIREMENTS

GENERAL INFORMATION AND PROPOSED FORMAT

Agencies are requested to answer the questions in the order and format presented in the RFP both to assure that all agencies present their material in a consistent manner and to promote ease of proposal review. **Proposals that do not adhere to the following format will be disqualified.**

- Narratives must not exceed 15 single-spaced, on white 8.5" x 11" paper, 12-point font, Times New Roman. Include all requested supporting documents in the Appendices, which **do not** count as 15-page total.
- All pages must be numbered consecutively beginning with number 1 on the first page of the narrative through to the end of the narrative. **Note: DO NOT number the Cover Page, Assurance Pages, Proposal Checklist or the Table of Contents.**
- The agency's name must appear on every page, including Appendices.
- Please staple or fasten the upper left-hand corner. (Do not submit 3-ring binders)

- Proposal Cover Page Required: Complete and submit the proposal cover page provided in Appendix A in this RFP. The cover page must be the very first page of the proposal package. Do not add any other type of cover or title sheet, and do not use any transmittal letter. It is important that the cover page show the specific information requested, including agency address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the bidder.

The following will not be counted as the narrative 15 page limit: Proposal Cover Page, Proposal Checklist, Budget Narrative or any required appendices, as specified in the RFP.

The agency may not substitute additional attachments beyond those specified in the RFP for the purpose of extending their narrative response. Any material exceeding the narrative limit will not be considered in rating the proposal. Agencies shall not include brochures or other promotional material with their proposals. Do not include test scores or hard copies of surveys. A brief summary of this type of information and/or data can be included in the appropriate narrative section of the RFP.

The agency must send a sealed package including one **original; two copies (3 sets total)** Clearly label the original.

Agencies are asked to be brief, and to respond to each question or instruction listed in Proposal Content. Number each portion of the response to correspond to each question listed. It is the responsibility of the agency to provide all information requested in the RFP at the time of submission. Failure to provide information requested in the RFP may result in disqualification of the proposal, or will result in a lower rating for the incomplete sections.

APPENDICES

May 2018
NATOMAS UNIFIED SCHOOL DISTRICT
AFTER SCHOOL EDUCATION AND SAFETY PROGRAM

PLEASE CIRCLE WHAT TYPE OF PROPOSAL:

MIDDLE SCHOOL PROPOSAL

ELEMENTARY SCHOOL PROPOSAL

Organization: _____

Grant Contact Person: _____

Address: _____ **City, State & Zip:** _____

Telephone: _____ **Email Address:** _____

The undersigned authorized chief administrative official submits this proposal on behalf of the applicant agency, attests to the appropriateness and accuracy of the information contained therein, and certifies that this proposal will comply with all relevant requirements of the applicable laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein. The following **signatures and other printed information** are required.

Authorized Signature: _____ **Date:** _____

Name (typed): _____ **Email:** _____

Phone: _____ **Address:** _____

Appendix B: Proposal Checklist

Each proposal must be submitted in the format outlined below. Please use the following as a checklist in assembling the completed proposal and include in the order given below:

Table of Contents Page (listing the sections and the pages on which they can be found)

Signed Grant Proposal Cover Page (Appendix A)

Proposal Checklist (Appendix B)

Proposal Narrative and Financial Requirements: (15 pages maximum)

- Need for Program (1 page)
- Program Design (2-4 pages)
- Organizational Focus (1-2 pages)
- Project Evaluation (1-2 pages)
- Budget Narrative (2 pages)
- Success and Sustainability (1-2 pages)
- Other points (1-2 pages)

School Site Selection and Narrative (Appendix C) (Not counted in page limit)

Assurances to Meet Requirements (Appendix D) (Not counted in page limit)

Budget Form (Appendix E) (Not counted in page limit)

Appendix C: School Site Selections

Please select which schools the proposal includes. Submit separate proposal for elementary and middle.

Please check schools this proposal includes:

American Lakes School	
Natomas Middle School	

Answer the following questions in 250 words or less for each school selected (Please label each response with the name of the school site.) Refer to Program Goals and Appendix F.

1. Why do you want to work with the school site?

CRITERIA for Appendix C:

- The proposal shows in understanding of school site needs
- The proposal creates a compelling case for the agency/ program to serve the school site

Responses to each individual selected at school and Appendix C in respect to the entire proposal will be rated on a scale space (1 to 5, low to high) according to the following:

Make and Compelling Case (exceptionally well done);

Makes a Good Case (very good, is an average response);

Makes an Adequate Case (clearly weak, would need much work to meet the criteria); and

Failed case (not responsive to the criteria).

Appendix D: Assurances to Meet Requirements NUSD ASES Programs

The agency will comply and work collaboratively with NUSD to uphold certified assurances.

CERTIFIED ASSURANCES	
Program Elements	
	The program will include an educational element designed to provide tutoring and/or homework assistance and one or more of the following subject areas: Language arts, mathematics, history and social science, science, and computer training.
	The program will have an educational enrichment element that may include, but is not limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. Unbundled such activities might involve the arts, music, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development.
	The program will provide a safe physical and emotional environment and opportunities for relationship-building and will promote active student engagement.
	The program will collaborate in intergrade with a regular school day program and other extended learning opportunities.
	The program will provide a snack that conforms to the nutrition standards in the California Education Code, Part 27, Chapter 9, Article 2.5, commencing with Section 49430
	The program will provide opportunities for physical activity.
Program Plan	
	Partners to this proposal, as well as school staff, have demonstrated commitment to supporting the program in sharing responsibility with a planning in quality of the program at the designated site(s).
	The program is planned through collaborative process that includes parents, youth, and representatives of participating public school sites, or minimal agencies (e.g., city and County Parks and Recreation Departments), local enforcement, community organizations, and the private sector.
Program Operations	
	The program will maintain a student to staff member ratio of no more than 20:1.
	The program will begin operation immediately upon the in of the regular school day. (Note: A regular school day is any day then student’s attention and instruction takes place.)
	The program will operate for a minimum of 15 hours per week.
	The program will operate until at least 6:00 PM, on every regular school day.
	The program will establish a reasonable early release policy for students attending after school component.
	Elementary students should participate every day that the afterschool program operates.
	A flexible attendance schedule for middle/junior high school students be implemented in order to develop an age appropriate program. Priority for enrollment will be given to students who attend daily.

	Every student attending a school operating a program is eligible to participate in the program, subject program capacity.
	The program is not required to charge family fees or conduct individual eligibility determination based on mean or income.
	The program will provide all notices, reports, statements, and records to parents or guardians in English and the student's primary language when 15% of the student enrolled afterschool site to be a single primary language other than English as determined by language since data from the preceding year.

The agency will comply and work collaboratively with any NUSD to uphold certified assurances.

Authorized Signature: _____ **Date:** _____

Appendix E: Budget Form

NUSD ASES PROGRAM				
FORM: PROGRAM BUDGET EXPENSE SUMMARY				
<i>For a single based on 125 students for elementary and/or 74 for middle school. If you are proposing on both schools, include budget summaries on both.</i>				
EXPENSES	A. NUSD ASES BUDGET	B. ALL OTHER "FUNDED PROGRAM EXPENSES	C. IN-KIND (NON-CASH EXPENSES)	D. TOTAL PROGRAM BUDGET (Column A+B+C)
PERSONNEL EXPENSES:				
1. Salaries & Wages (Direct Services)				
2. Salaries & Wages (Administration)				
2. Employer Costs/Benefits				
3. Consult Fees				
4 Subcontracts				
Subtotal Personal Expenses				
EQUIPMENT:				
5. Purchases				
6. Rental				
Subtotal Equipment Expenses				
ALL OTHER:				
7. Occupancy Expense				
8. Utilities				
9. Heat				

10. Maintenance				
11. Telephone				
12. Food				
13. Maintenance & Supplies				
14. Staff Travel				
15. Other Travel				
16. Bonding & Insurance				
19. Other				
Subtotal All Other Expenses				
TOTAL EXPENSES				

Appendix F: Program Goals

Listed below are the five (5) required program goals that must be reported on throughout the project. You may add others if you choose.

Data sources are what you will use (tests, grades, etc.) that are **statistical & measurable** to show outcome/change. Use only data sources for which he will have results that can be compared with a grant reporting timeframe.

Program Goals:

1. To improve the academic performance in reading/language arts and math of students who are low performing/failing or at risk of failure
2. To improve the health and wellness of use to participate in the afterschool program. This might include but not be limited to: nutrition, physical fitness, social-emotional development/asset building, bullying and harassment prevention, safety issues (fire, bike, water, home alone, dating, car, etc.), social emotional development (asset development), and/or substance abuse prevention, etc.
3. To enhance a student's enrichment opportunities by providing a broad array of age-appropriate, student-driven, high interest learning opportunities. This might include but not be limited to: Visual and performing arts (art, music, dance, Theatre, performances, and exhibits), cultural/multicultural activities, financial literacy career planning in college exploration, and service learning, etc.
4. To provide information, educational resources, and activities to families, that will enhance use an adult learning.

Sustainability Goal:

5. To create and maintain relationships with the school day staff. There is a clear plan for strengthening the school day and afterschool program alignment.

Appendix G: Proposal/Scoring Review Rating Form

Reader _____

Proposal Agency _____

Reader Instructions: Give the proposal a score that best describes its attributes in each category. Give the proposal a subtotal as indicated at the end of each section. Total all the subsection in the final scoring chart below:

TOTAL SCORING CHART

CATEGORY	POINTS
NEED FOR PROGRAM (10)	
PROGRAM DESIGN (30)	
ELEMENTS OF HIGH-QUALITY PROGRAMMING (30)	
ORGANIZATIONAL FOCUS (10)	
PROFESSIONAL DEVELOPMENT (10)	
PROJECT EVALUATION (20)	
BUDGET NARRATIVE (10)	
BUDGET FORM (10)	
SUCCESS/SUSTAINABILITY (20)	
OTHER POINTS (10)	
TOTAL POSSIBLE POINTS (160)	

Responses to each individual school in Appendix C in respect to the entire proposal will be rated on a on a scale (0 to 5, low to high) according to the following:

Makes an Outstanding Case (exceptionally well done);

Makes a Good Case (very good, is an average response)

Makes an Adequate Case (some criteria present but lacks some critical part of the requirement);

Makes a Weak Case (clearly weak, would need much more work to meet the criteria); and

Failed Case (not responsive to the criteria)



BOARD OF TRUSTEES

B. Teri Burns
Scott Dosick
Micah Grant
Susan Heredia
Lisa Kaplan

Chris Evans, Superintendent

Contract for After School Education and Safety Program Site: _____

1. This Contract for After School Education and Safety Program ("Contract") is entered into by the Natomas Unified School District ("District") and Center for Fathers and Families [a California non-profit corporation] ("Contractor") at _____ School.
2. This Contract has been entered into after the District engaged in a Request for Proposal process which has, in conformity with all laws and regulations, resulted in the selection of Contractor to provide the services described herein and in support of the After School Education and Safety Program ("ASES"), as described in Education Code Section 8482, et seq.
3. This Contract incorporates and makes a part of its terms, conditions, and obligations, the contents of the District's Request for Proposal and the Contractor's response.
4. The term of this Contract is one year, commencing on August 8, 2018, and ending on June 30, 2019. If both parties jointly agree, and in full funding under the ASES program remains in place, it may be extended by written addendum for an additional one year period. At the end of the initial or extended Contract period, the District shall have the right to conduct a new Request for Proposal process to determine whether a new Contractor should be selected.
5. This Contract may be cancelled by either party, for any reason not in violation of law, on sixty (60) days advance written notice. The District may also immediately terminate this Contract for good cause, specifically including a material and repeated violation of District policy, fraud with material misrepresentations of fact relating to the Contractor's response to the RFP, or other acts or omissions directly implicating the health or safety of District property, students, or guests.
6. The Contractor agrees to work with the District to develop a Memorandum of Understanding by August 8, 2018 to clarify, update, and/or define the following ASES program elements to be provided by the contractor:

Program Elements

The ASES program must be aligned with, and not be a repeat of, the content of regular school day and other extended learning opportunities. A safe physical and emotional

environment, as well as opportunities for relationship building, must be provided. After school programs must consist of the two elements below and ASES program leaders work closely with school site principals and staff to integrate both elements with the school's curriculum, instruction, and learning support activities.

An **educational and literacy element** must provide tutoring and/or homework assistance designed to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science. A broad range of activities may be implemented based on local student needs and interests.

The **educational enrichment element** must offer an array of additional services, programs, and activities that reinforce and complement the school's academic program. Educational enrichment may include but is not limited to, positive youth development strategies, recreation and prevention activities. Such activities might involve the visual and performing arts, music, physical activity, health/nutrition promotion, and general recreation; career awareness and work preparation activities; community service-learning; and other youth development activities based on student needs and interests. Enrichment activities may be designed to enhance the core curriculum.

7. The District agrees to provide the following facilities for use by Contractor: Cafeteria, Multipurpose Room, Playground, Gym, four (4) rooms TBD. Rooms may be a shared space with a classroom operating during school hours.
8. Contractor shall fully and completely provide the Services described in the Request for Proposal and its Response, as well as fully and completely comply with all grant requirements and governing laws and regulations, which are material terms and requirements of this Contract. In exchange for such Services, Contractor shall be paid the total sum of \$112,893 to be paid in quarterly installments after Contractor issues an appropriate invoice for payment to the District which shall include evidence of required attendance (85% or higher) of enrolled participants. A minimum of 74 participants should be enrolled.
9. All required food (snacks, meals, beverages, etc.) shall be solely purchased, prepared, and/or provided to students from the District Food Services Department and its employees. Contractor shall provide no independent food or drink items to students without prior authorization from the District.
10. The Contractor shall affirmatively advise and coordinate with the site principal regarding homework policies, procedures, and standards, with Contractor further ensuring that the participating students' teachers are advised of any homework obligations, challenges, or issues that may directly implicate the students' ability to be successful in the classroom and in the accomplishment of the program goals.
11. All obligations of the Request for Proposal, including evidence of required insurance coverage, and fingerprinting and background checks, must be completed and satisfactory evidence of compliance provided to the District, on or before August 8, 2018. Contractor shall also comply with all other reasonable requests that may be made

by the District to ensure the Contractor’s ability to timely and properly provide services as called for by this Contract.

12. Insurance.

12.1 Consultation shall procure and maintain at all time it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	 \$1,000,000 \$2,000,000
Automobile Liability Insurance – Any Auto Each Occurrence General Aggregate	 \$1,000,000 \$2,000,000
Professional Liability	\$2,000,000
Workers’ Compensation	Statutory Limits
Employers’ Liability	\$2,000,000

12.1.1 Commercial General Liability and Automobile Liability Insurance.

Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District)

12.1.2 Workers’ Compensation and Employers’ Liability Insurance.

Workers’ Compensation Insurance and Employers’ Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers’ compensation coverage for its employees. Is any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers’ Compensation Statute, adequate insurance coverage for any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

12.1.3 Professional Liability (Errors and Omissions).

Professional Liability Insurance as appropriate to Consultant’s profession, coverage to continue through completion of Agreement plus two (2) years thereafter.

12.2 **Proof of Insurance.** Consultant shall not commence performing any

portion of the Services until all required insurance has been obtained and certificates Indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

- 12.2.1 A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

The District may, in its discretion, allow Consultant to agree in writing that Consultant, or Consultant's insurance broker or producer, in lieu of Consultant's insurance carrier, shall provide the thirty (30) days' notice required above.

- 12.2.2 Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

- 12.2.3 An endorsement stating that the District and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's Insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

- 12.2.4 All policies except the Professional Liability, Workers' Compensation Insurance, and Employers' Liability Insurance Policies shall be written on an occurrence form.

12.3 **Acceptability of Insurers.**

Insurance is to be placed with Insurers with a currant A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

- 13 **Hold Harmless.** Each party agrees to and does hereby indemnify and hold harmless the other party and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of an injury to or death of any person(s) or damage to or loss of any property caused by any act, neglect, default, or omission of the indemnifying party, or any person, firm or corporation employed by the indemnifying party, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this Contract, whether said injury or damage occurs either on or off the indemnifying party's property. Each party at its own expense, cost and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against its

governing board, officers, or employees in any action, suit, or other proceedings resulting from activities described above.

- 14 Contractor shall maintain and store CDE required records and documentation. In addition, copies of documentation shall be submitted by the 1st of the month to the District and shall include: evidence of NCLB eligibility for all appropriate staff, agendas and sign in sheets for all staff training, monthly submission of signed student and staff attendance sheets and parent communications. Additional documentation for monitoring or grant compliance may be requested by the district and shall be produced no later than two (2) business days from request.
- 15 Any dispute with respect to the bidding process, formation, operation, interpretation, or compliance with the obligations of this Contract shall be resolved by binding arbitration, by an arbitrator jointly selected by both parties or appointed by a Court of competent jurisdiction. The arbitrator shall resolve the dispute in an expedited and cost-effective procedure, with the arbitrator determining whether discovery, oral testimony, or extended briefing is necessary to resolve the dispute. If the arbitrator determines that a party has presented a claim without a proper factual and legal basis, the arbitrator may award attorneys' fees and costs.

Date: _____
By: _____

[Print Name]
Its Duly Authorized Representative

Natomas Unified School District

Date: _____
By: _____

Kristen Coates, Assistant Superintendent
Its Duly Authorized Representative