

**Aromas-San Juan USD  
2300 San Juan Highway  
San Juan Bautista, CA 95045  
831.623.4500**

**2019-20 Request for Proposal  
After School Education & Safety Program  
San Juan School**

**RFP Issued: July 26, 2019**

**Proposal Due: August 5, 2019**

**Pending Funding**

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## Overview

The Aromas-San Juan Unified School District (District) has a total student enrollment of 1,045 in grades TK-12. There are two elementary schools and one comprehensive high school. The district is located in the southwestern corner of San Benito County, with US Highway 101 running through its boundaries.

The After School Education and Safety (ASES) Program is the result of the 2002 voter-approved initiative, Proposition 49. The ASES Program grant funds the establishment of local after school education and enrichment programs. Participating ASES districts must ensure that students experience a seamless transition between the regular school day and the after school program. Students participate in ASES programs that promote academic competence, foster creativity, develop self-discipline, and support physical and mental health in a safe environment.

## Purpose of this Request for Proposal

The District is issuing this Request for Proposal (RFP) to identify a qualified agency to implement the specific requirements and assurances stated in the ASES Grant for **San Juan School** in the 2019-20 school year. The District is soliciting proposals aligned with the goals and program elements of the ASES grant: to provide literacy, academic achievement, and safe, supportive structures to support our students. ASES programs include standards-based learning, including individual and small group tutorials, technology-based learning, and physical activities.

## Goals and Program Elements

- A safe and supportive physical and emotional environment, as well as opportunities for relationship building, must be provided.
- An educational and literacy element that provides tutoring and/or homework assistance designed to help students meet state standards in one or more of the following academic subjects: reading/language arts, mathematics, science or history/social studies.
- An educational enrichment element that offers additional services, programs, and activities to support youth development, recreation, and prevention activities; community services development activities and others based on student needs and interests.

## Additional Requirements

Maintain 85% of the targeted attendance rate at the school site; work with the District to demonstrate progress is made to meet the program goals as outlined in the Memorandum of Understanding and collect data that addresses the performance indicators of the ASES program. Utilize a web-based attendance reporting system, ensure program managers participate in monthly mandatory professional development, and participate in District-wide initiatives (e.g., Multi-Tiered System of Supports (MTSS), Positive Behavior Interventions and Supports (PBIS), Health and Fitness, etc.).

**Eligible Agencies**

Agencies eligible for District ASES funds must have experience in serving students who attend school with a high concentration of economically disadvantaged students.

**Award and Duration**

The ASES contract will be an initial award for one year with the ability to secure funding for additional years, pending a District review of progress in meeting established outcomes at the end of year one. Allocation of funds is final upon successful negotiation of a Memorandum of Understanding and subject to the approval of the District’s Governing Board.

*Note:* The District is not obligated to award contracts under this RFP. Respondents may not contact any member of the District’s Board of Education regarding this RFP.

**Timeline**

RFP Release Date	<b>July 26, 2019</b>
Proposal Due Date	<b>August 5, 2019</b>
Proposal Evaluation Period	<b>August 6 - 9, 2019</b>
Award Notification	<b>August 15, 2019</b>

**Submission Requirements**

To apply in response to this Request for Proposal, please mail or hand-deliver one (1) single-sided original and three (3) double-sided copies of your proposal by 4:30 pm on August 5, 2019, to:

**Aromas-San Juan Unified School District**  
**Attn: Michele Huntoon, Superintendent**  
**2300 San Juan Highway**  
**San Juan Bautista, CA 95045**

Responses must be received by the deadline for consideration. Responses not received by the deadline will be returned unopened to the proposer.

Any questions regarding this RFP **must** be in writing and submitted to Michele Huntoon [mhuntoon@asjUSD.k12.ca.us](mailto:mhuntoon@asjUSD.k12.ca.us). Please specify “RFP for After School Education and Safety” or ASES in the subject line.

Do not contact or solicit individual schools regarding this RFP.

## Request for Proposal Evaluation

The District reserves the right to reject any or all responses that are incomplete, contain errors, arrive after the due date/time or submitted by unqualified vendors. The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received as lacking in any respect or insufficient to meet the District's requirements and needs. Submitted proposals shall not be treated as public records under the California Public Records Act (CA Govt. Code sec. 6250 et seq.) until an approved vendor is selected or an approved list of vendors is generated.

A representative committee will review and assess all submitted proposals. Proposals will be evaluated according to the minimum experience and content of the proposal. This evaluation will include the quality and quantity of successful, relevant experience as well as a demonstrated level of organizational capability. The District may request further information from an applicant(s) before making a final decision.

### Submission Criteria

#### General Information and Proposal 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 pages, 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, or Schedules**

The agency's name must appear on every page, including Appendices. Please staple or fasten at the upper left-hand corner. (Submission of 3-ring binders is not permitted.)

***Proposal Cover Page Required: Complete and submit the proposal cover page provided in Appendix A of this RFP.*** The cover page must be the very first page of the proposal package. Please only submit this particular cover sheet and no transmittal letter. Include a cover page to show the specific information requested, including agency address and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts.

The agency may not substitute additional attachments beyond those specified in the RFP extending their narrative response. Any material exceeding the narrative limit will not be considered in rating the proposals. Agencies shall not include brochures or other promotional material with their proposals. Do not include test scores or hard copies of surveys. A 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 **single-sided original (1) and three (3) double-sided copies**. Please 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 package at the time of submission. Failure to provide the information requested in this RFP may result in disqualification of the proposal or will result in a lower rating for the incomplete sections.

## **Proposal Content**

The narrative should be structured, as follows:

### **I. Need for Program:** (1 page)

Describe how the proposed program’s unique features will address the needs of the District’s students and their families and how the program is expected to improve student learning, including learning in the core academic areas of reading/language arts, mathematics, science or history/social studies.

### **II. Program Design:** (2-4 pages)

- a. Describe how the program aligns with the ASES Assurances and the District’s goals and objectives for the program, as stated in the “Introduction Section.”
- b. Describe the range and type of program to be offered.
- c. Describe the process you will use to identify eligible students and the outreach services that you will employ to ensure that families of eligible students are aware of the opportunity to enroll in the program.
- d. Describe how your program proposes to attract youth and their families. Also, explain how you will maintain student enrollment throughout the school year. Specifically, describe your strategy to retain 85% or better average daily attendance at each site. How will program schedules and offerings be designed to encourage and support regular attendance by students?
- e. Describe the system that you will use to enroll students, take attendance, and manage other student and family demographic data.

- f. Describe your plans to provide for children’s safety, including sign-in and sign-out procedures. The following should be addressed at least for Sick children/medication policy; Emergency Procedures; Confidentiality; and Early Release Policy.
- g. Describe the organizational structure that will support the ASES program and specifically the site director/program manager.
- h. Describe how parent and youth feedback will be included in the ongoing development of the program.

***Elements of a High-Quality Program:***

*Describe how the elements below will be addressed and incorporated into the **program design**.*

- a) ***Linkages to the School Day:*** Describe 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.), and how the program will remain balanced.
- b) ***High-Quality Staff:*** Who will be hired to work in the afterschool program? What standards will be set to recruit and retain high-quality staff?
- c) ***Safe and Appropriate Environment:*** Describe what actions will be taken to ensure that every child is physically and emotionally safe in the program.
- d) ***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?
- e) ***Technology:*** Describe how you will use technology in the program. How will you utilize a web-based reporting system for reporting attendance?
- f) ***Community Involvement:*** How will you offer opportunities for service-learning and community service opportunities?
- g) ***Family Involvement:*** Describe how you will develop staff/family partnerships. How will families be involved in program planning? What types of family/parent education do you plan to offer? How do you propose to handle family concerns?

**III. Organizational Focus:** (1-2 pages)

- a) **Program Leadership:** Each proposal must include a director/program manager at a minimum of 30 hours per week. Additionally, he/she must be on-site at least 85% of their funded time. Describe what qualifications and background or experience you will require of your site director/program manager.
- b) **Capacity:** What is your organization’s capacity to hire, train, and retain staff? State the ratio of qualified teachers to children and total adult/child ratio for your program.
- c) **Schedule:** How will children’s activities be planned? Give an example of a typical daily and weekly schedule (not included in page requirement).

- d) **Professional Development:** 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 and standards, participation within district-wide initiatives (e.g., Multi-Tiered System of Supports (MTSS), Positive Behavior Interventions and Supports (PBIS), Health and Fitness, etc.).
- e) **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.
- f) **Materials/Supplies:** Describe the type of program materials you will provide (e.g., pencils, paper, enrichment materials, art supplies, equipment). Will you provide: first-aid supplies, walkie-talkies, cleaning materials, etc.?
- g) **Volunteers:** Describe how you will enlist, utilize, orientate, and train volunteers.

#### **IV. Program Evaluation:** (1-2 pages)

- a) Identify assessment tools that will be used to determine the needs of the children when they enter the program, during their participation in the program, and a post-assessment to evidence student growth.
- b) How will program planning address individual needs based on the assessment?
- c) Describe how children's individual needs will be shared with the District and site administrator as well as individual classroom teachers.
- d) Describe how you will improve the academic performance in reading/language arts and mathematics of students who are low performing or are at high risk of failure.
- e) How will you demonstrate that progress has been made toward meeting the program goals; and collect data that addresses the performance indicators for the program?
- f) Describe your evaluation plan.
- g) Describe the data sources (indicators) that will be used to measure program goals, what they measure, and how they will be used to determine success.
- h) Describe how the evaluation information will be used to provide feedback to stakeholders and staff and to inform project direction.

#### **V. Budget and Narrative:** (2 pages)

Please provide a proposed budget as an attachment that includes revenue from all sources, e.g., District contribution, parent fees, fundraising and grants, etc. At a minimum, the budget items should include:

- Revenue
- Staff salaries
- Benefits
- Food, supplies, equipment
- Operating expenses

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 any in-kind contributions from partners or other funders that demonstrate the capacity to sustain programming for at least a 15% match of requested funding
- Describe your plans for local fundraising including how families will be involved

**VI. Success and Sustainability:** (1-2 pages)

- a) **Record of Success:** Describe your organization. Include background, experience, and description of existing services provided. Describe administrative support available to the program. List the personnel responsible for the management and supervision of the program. Describe the program-level staff in terms of numbers and job titles along with a plan for children's supervision. Please tell us where and how you have been or are currently successful in implementing after school programs.
- b) **Sustainability Plan:** Describe the plans for the continuous strengthening of the partnership between the District, other community-based organizations, and other public or private organizations (if applicable).

**Other Points:** (1-2 pages)

- a) Please provide information on any points of innovation that you will integrate into your program.
- b) Please describe how success is measured on innovation.

**Appendix A**

**Grant Cover Page**  
**Aromas-San Juan Unified**  
**School District**  
**After School Education**  
**and Safety Program**

**Organization:** \_\_\_\_\_

**Grant Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State & Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*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.*

*Also, 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:** \_\_\_\_\_

**Name (typed/printed):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Appendix B**

**ASES Program**

**CERTIFIED ASSURANCES**

<b>Program Elements</b>	
	The program will include an educational and literacy element designed to provide tutoring and/or homework assistance in 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. Such activities might involve the arts, music, physical activity, health and 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 and integrate with the regular school day program and other extended learning opportunities.
	The program will provide a snack that conforms to the nutrition standards in the California <i>Education Code</i> , Part 27, Chapter 9, Article 2.5, commencing with Section 49430.
	The program will provide opportunities for physical activity.
<b>Program Plan</b>	
	Partners to this proposal, as well as school staff, have demonstrated a commitment to supporting the program and sharing responsibility for the planning and quality of the program at the designated site(s).
	The program is planned through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g., city/county parks/recreation departments), local law enforcement, community organizations, and the private sector.
<b>Program Operations</b>	
	The program will maintain a student-to-staff member ratio of no more than 20:1.
	The program will begin operation immediately upon the end of the regular school day. (Note: A regular schoolday is any day that students attend, and instruction takes place.)
	The program will operate for a minimum of 15 hours per week.
	The program will establish a reasonable early release policy for students attending the after school component.
	Elementary students should participate every day that the after school program operates
	Every student attending a school operating a program is eligible to participate in the program, subject to program capacity.
	The program is not required to charge family fees or conduct individual eligibility determination based on need 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 percent of the students enrolled at the school site speak a single primary language other than English as determined by language census data from the preceding year.

**The agency will comply and work collaboratively with the District to uphold certified assurances.**

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_