

## Washington Unified School District

### Request for Proposal

The WUSD was awarded the After School Education and Safety (ASES) grant prior to the beginning of the 07-08 school year and, in partnership with the City of West Sacramento, runs after school programs at six of the elementary school sites. WUSD's KidZone program is designed for students in Kindergarten through 5<sup>th</sup> grade and is available at: Bryte, Elkhorn, Riverbank, Stonegate, Westfield, and Westmore Oaks Elementary Schools. The Club West program is designed specifically for 6<sup>th</sup> -8<sup>th</sup> grade students and is available at Elkhorn, Stonegate, Riverbank, and Westmore Oaks Elementary schools. Each site has the ability to serve 84 students and is open from the time school is out until 6:00 p.m. Students participating in the after school programs are involved in homework assistance, small group tutoring, activities focusing on academic enrichment and physical recreation. All programs are no cost to the families of West Sacramento and each student is provided daily with a nutritious snack. As of the 09-10 school year KidZone and Club West are serving almost 600 students and the enrollment continues to increase.

The Washington Unified School District is soliciting proposals for enrichment services which align to the goals and objectives of the After School Education and Safety grant. One of our goals for the programs are to provide literacy, academic enrichment, and safe, constructive alternatives for students that they normally don't have access to. Our needs include enrichment opportunities in the areas of art, dance, music, martial arts, cultural arts, gymnastics, and other educational enrichment activities for 6-8 week sessions. Please see below for more specific details pertaining to your area of expertise.

Martial arts instruction: Judo, Karate, Ju Jitsu, or Tae Kwon Do. Frequency: one to two sites each day on a rotating basis (please see attached sample schedule). Program Duration: 6-8 weeks, with possible renewal if there is student interest. Daily Schedule: Provide a one hour lesson from 3:30 to 4:30 for 20 – 40 children in grades 3-5 and one hour lesson from 4:30 to 5:30 for 30 children in grades 6-8. Appropriate mats will be supplied. One regular program staff member will be available to assist.

Music: Band instruction. Frequency: one to two sites each day on a rotating basis (please see attached sample schedule). Program Duration: 6-8 weeks, with possible renewal if there is student interest. Daily Schedule: Provide a one hour lesson from 3:30 to 4:30 for 20 – 40 children in grades K-5 and one hour lesson from 4:30 to 5:30 for 30 children in grades 6-8. Appropriate music instruments will be supplied. One regular program staff member will be available to assist.

Art: Cultural Art, Fine Art, Visual Art, Drama. Frequency: one to two sites each day on a rotating basis (please see attached sample schedule). Program Duration: 6-8 weeks, with possible renewal if there is student interest. Daily Schedule: Provide a one hour lesson from 3:30 to 4:30 for 20 – 40 children in grades K-5 and one hour lesson from 4:30 to 5:30 for 30 children in grades 6-8. Vendor must supply all related materials and supplies. One regular program staff member will be available to assist.

Dance: Jazz, Tap, Hip Hop, etc. Frequency: one to two sites each day on a rotating basis (please see attached sample schedule). Program Duration: 6-8 weeks, with possible renewal if there is student interest. Daily Schedule: Provide a one hour lesson from 3:30 to 4:30 for 20 – 40 children in grades K-5 and one hour lesson from 4:30 to 5:30 for 30 children in grades 6-8. Appropriate mats will be supplied. One regular program staff member will be available to assist.

Gymnastics: Basic gymnastic skills. Frequency: one to two sites each day on a rotating basis (please see attached sample schedule). Program Duration: 6-8 weeks, with possible renewal if there is student interest. Daily Schedule: Provide a one hour lesson from 3:30 to 4:30 for 20 – 40 children in grades K-5 and one hour lesson from 4:30 to 5:30 for 30 children in grades 6-8. Appropriate mats will be supplied. One regular program staff member will be available to assist.

Educational Enrichment Activities: Robotics, Technology, Science, Cooking, Foreign Language, Leadership Skills, Character Building, other. Frequency: one to two sites each day on a rotating basis (please see attached sample schedule). Program Duration: 6-8 weeks, with possible renewal if there is student interest. Daily Schedule: Provide a one hour lesson from 3:30 to 4:30 for 20 – 40 children in grades K-5 and one hour lesson from 4:30 to 5:30 for 30 children in grades 6-8. Vendor must supply all necessary materials and supplies. One regular program staff member will be available to assist.

**Instructor(s) must clear a district criminal background check which includes fingerprinting at the instructor's expense.**

Proposals must include:

- Goals and objectives for the programs and how it relates to the Washington Unified School District goals and objectives stated above
- Description of services
- Instructor credentials
- Clearance of background check for each instructor
- How many sites can be served
- Number of students served per class
- Number of sessions per week per site
- Age group targeted
- Number of instructors provided
- Proof of liability insurance
- Cost per student
- Materials/supplies provided
- Space required
- Program schedule
- 3 professional references

The school district retains the right to terminate services if the service is unsatisfactory or the district's needs change. Washington Unified School District reserves the right to reject all proposals.

Interested vendors must submit 1 copy of their response to this Request for Proposal no later than Monday, August 16, 2010 at the offices of Washington Unified School District, Educational Services, 930 Westacre Road, West Sacramento, CA 95691 attention Gretchen Mounier. Vendors are requested to submit any questions regarding the RFP in writing, to the above address, or fax to 916-375-7679, or email [gmounier@wusd.k12.ca.us](mailto:gmounier@wusd.k12.ca.us).

Submittals must be valid for 90 days following the opening date.

## Schedule for Proposal

Proposals Due	Monday, August 16, 2010
Proposal Reviews	Wednesday, September 1 , 2010
Companies Selected	Tuesday, September 7 , 2010
Effective Date	Wednesday, September 8, 2010
Sessions Begin	Monday, September 27, 2010

### Selection Criteria:

The winning vendors will be selected based on a number of factors. Primary selection factors are listed below:

- The vendor's experience with school age students and after school programs
- The cost of the proposal
- The quality of instructor credentials
- Alignment of goals and objectives

Sample Schedule:

Kindergarten – 5<sup>th</sup> Grade Sites (KidZone):

Monday	Tuesday	Wednesday	Thursday	Friday
Westmore Oaks	Bryte (K-2) Riverbank (3-5)	Stonegate	Westfield	Elkhorn

6<sup>th</sup> – 8<sup>th</sup> Grade Sites (Club West):

Monday	Tuesday	Wednesday	Thursday	Friday
Stonegate	Westmore Oaks North	Riverbank	Stonegate Westmore Oaks North	Riverbank