



**Request for Qualifications (RFQ)
Enrichment Program Providers**

**Through After School Education & Safety (ASES) and
Expanded Learning Opportunities Program (ELOP)**

Cycle B : 2026-27 & 2027-28

Notice of Invitation

The Natomas Unified School District (NUSD) invites interested and qualified community partners to respond to this Request for Qualifications (RFQ) to serve as Enrichment Program Providers supporting the district's Learning Enrichment, Athletics, Arts & Academics (LEAP) Academy. Providers will deliver supplemental enrichment programming in conjunction with the LEAP Academy core providers for transitional kindergarten through eighth-grade students (additional grades may be added based on need).

This RFQ is intended to establish a pool of qualified enrichment providers for a two-year cycle beginning in the 2026–27 through 2027–28 school years (Cycle B).

Enrichment providers will deliver short-duration (1–3 hour), student-centered programming that enhances academic, social, and emotional growth through structured, engaging, developmentally appropriate activities. The enrichment providers must have the capacity to provide programming for students during after-school and summer intersessions, approximately 1–3 hours of programming integrated with the LEAP Academy core providers (see examples below).

Selected enrichment providers will be part of the NUSD LEAP Academies funded by the Expanded Learning Opportunities Program (ELO-P). The Expanded Learning Opportunities Program (ELO-P) provides funding for after-school and summer school enrichment programs for transitional kindergarten through sixth grade, with a focus on the highest concentration of targeted disadvantaged students (English language learners, students categorically eligible for free or reduced-price meals, or foster youth). Selected enrichment providers will be required to provide services at multiple, or all of our sites serving grades TK - 8 with ELO-P funding (10 sites) based on district and site needs, and may choose to provide after-school and/or summer school programming, or a combination thereof. Enrichment providers may also plan programming that offers the same content of programming to different students in rotating blocks of time (e.g., 4 weeks, 8 weeks, 12 weeks, 24 weeks).

The proposal documents must be received by September 26, 2026 at 4pm (Pacific) or earlier. All proposals must be submitted electronically through Secure Bids. Proposals not received by the specified time noted will be rejected.

Copies of the request for proposal are available on Natomas Unified School District's website at:

<https://www.natomasunified.org/departments/business-services/purchasing/request-for-proposals-page>.

Scope of Service

Selected Enrichment Program Providers will be responsible for delivering programming that aligns with NUSD LEAP Academy goals and provides students with opportunities to engage in enrichment activities that:

- Reinforce academic skills through applied, real-world contexts.
- Support social-emotional development, physical wellness, and creativity.
- Provide inclusive and engaging student experiences.

Program Schedule:

- **After-School Program:** 1–3 hours of enrichment programming per session, one or more sessions per week, approximately between 3:00 – 6:00 PM on school days.
- **Summer Intersession Program:** Enrichment programming during the summer intersession period (minimum of 30 days).

Sample Enrichment Areas:

- STEAM Education (Science, Technology, Engineering, Arts, Math)
- Visual & Performing Arts (Music, Dance, Theater, Fine Arts)
- Physical Fitness & Wellness (Sports, Yoga, Nutrition)
- Social-Emotional Learning (SEL) & Leadership Development
- College & Career Readiness (Project-Based Learning, Skill Building)
- Cultural Enrichment & Community Engagement

Program Staffing & Supervision: Providers must ensure qualified and trained personnel deliver safe, inclusive, and developmentally appropriate programming. All staff working with students must complete required background checks and TB clearance.

Eligibility & Requirements

Providers must demonstrate experience in delivering after-school and summer enrichment programs and meet the following criteria:

- Proven experience delivering engaging, student-centered enrichment programming.
- Ability to provide consistent services of 1–3 hours per session during the school year and/or during summer intersession.
- Capacity to coordinate with NUSD administration and school-site leadership.
- Compliance with all district, state, and federal requirements.
- Ability to provide staff who have completed required fingerprinting/background checks and meet qualification standards.

Budget Requirement

- Proposals must include a cost structure based on serving a minimum of 20 students per site, per day.
- The per-student cost must not exceed \$20.00 per student, per day, depending on the scope of services offered.
- The proposed budget must clearly outline all funding sources and program costs, broken down by site.

RFQ Schedule

RFQ Publishing	August 25, 2025
Sacramento Bee Advertisement	August 25, 2025 and September 1, 2025
Deadline to Submit RFQ Questions	September 12, 2025 at 4pm
District will publish response to questions	September 19, 2025 by 4pm
Deadline for RFQ Submission	September 26, 2025 at 4pm
Review Period by School Sites and Ed Center	September 29, 2025 to October 17, 2025
Selection of Vendor	Week of October 20, 2025
Board Approval	November 19, 2025
Board Approval of Contracts	January 14, 2026

Submission Deadline & Requirements

The deadline to submit all questions regarding this RFQ is Friday, September 12, 2025 at 4pm. All questions can be submitted to: bidsubmission@natomasunified.org with the required subject line of **"Questions: NUSD RFQ 2025 for Enrichment Providers"** on the email subject line. All questions must be submitted via email before 4:00 pm on Friday, September 12, 2025. General information regarding NUSD is available on the district website at www.natomasunified.org.

Response to the questions submitted by the deadline will be posted on the district website at

<https://www.natomasunified.org/departments/business-services/purchasing/request-for-proposals-page> by 4pm on Friday, September 19, 2025.

The deadline to submit the RFQ proposal response is Friday, September 26, 2025 at 4pm. All submissions must be submitted by 4pm through the Secure Bids platform at

[P26-01 RFQ: Enrichment Program Providers Pool](#). Any Submission submitted after 4:01pm will not be taken into consideration or reviewed for this RFQ.

To submit proposals through Secure Bids, applicants must create a free account with Secure Bids. This process requires providing basic company and contact information, setting up a password, and confirming the account via email. It is the applicant's responsibility to ensure their account is set up and verified in advance of the deadline.

Proposals must be complete and meet all requirements outlined in this RFQ. Submissions will be evaluated based on the established evaluation criteria.

The District reserves the right to:

- Reject any or all proposals, in whole or in part.
- Waive any informalities or irregularities in the proposal process.
- Reject incompleted or late proposals
- Accept the proposal(s) that, in its sole judgment, best serves the interests of Natomas Unified School District.

It is the sole responsibility of the applicant to ensure timely and complete submission. The District is not responsible for technical issues, system errors, or other submission failures.

Required Documents for RFP Submission

The submission requirements for the RFQ are detailed below. Review this RFQ carefully before responding to ensure that you understand fully all procedural and contractual requirements. Applicant understands that all proposals are to comply with the General Conditions included herein and submit the following in their proposals –

1. Cover Page (Appendix A)
2. Proposal Checklist (Appendix B)
3. References (Appendix C)
4. Proposal Narrative / Introduction / Mission Statement (Attachment)
5. Application Questions (Attachment)
6. Budget Sheet (Appendix D & Attachment)
7. Assurance to Meet Certification (Appendix E)
8. Non-Collusion Affidavit (Appendix F)
9. Non-Disclosure Affidavit (Appendix G)
10. Workers Compensation Certification (Appendix H)

Agencies are requested to answer the questions in the order and format presented in the RFQ, 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.

Proposal Format

All proposals must be submitted electronically through Secure Bids in PDF format. Each proposal should comprehensively address all requirements outlined in this RFQ and follow the order of sections as presented, including all appendices and attachments. Where personalized vendor attachments are required, cover sheets will clearly indicate "Attachment: name of attachment required" to guide placement. Vendors must ensure that the content matches the corresponding sections of the RFQ. Failure to follow the specified format or to include all required documents may result in reduced evaluation points or disqualification.

Proposal Assessment

The outcome of the RFQ process will be shared with district and school site leaders to inform the selection of NUSD LEAP Academy enrichment partners for Cycle B (2026–27 and 2027–28) and Cycle A (2028–29 and 2029–30).

Organizations that are interested in becoming an NUSD LEAP Academy enrichment provider—or continuing in their current role—must successfully complete the RFQ process and receive a final status of **Highly Recommended** or **Conditionally Recommended** by the RFQ Review Team. Organizations that do not achieve this status will not be eligible to contract with NUSD as enrichment providers.

Review and Interview Process:

- Organizations submitting an RFQ by the deadline will be reviewed based on application responses and supporting materials.
- Organizations with the potential to be rated Highly Recommended or Conditionally Recommended will be invited to an interview with the RFQ Review Team. Interviews may be conducted in person, virtually, or by phone.

Scoring Categories:

1. **Highly Recommended** – Organization has clearly demonstrated the capacity to fulfill all responsibilities and expectations outlined by NUSD.
2. **Conditionally Recommended** – Organization has demonstrated capacity to fulfill most, though not all, responsibilities. Specific feedback will be provided, and the organization may be asked to provide additional evidence or improvement plans.
3. **Not Recommended** – Organization has not adequately demonstrated capacity to meet NUSD expectations and will not be included on the list of qualified enrichment providers. Such organizations may reapply during future RFQ cycles.

All applications rated as Highly Recommended or Conditionally Recommended and subsequently Board-approved will be included on NUSD's list of qualified enrichment providers and eligible for contracts to support LEAP Academy programming.

NUSD reserves the right to:

1. Award contracts based on individual services, groups of services, or the entire proposal.
2. Reject any or all proposals, or any part thereof.
3. Waive any informalities or irregularities in submitted proposals.
4. Accept the proposal(s) determined to be in the best interest of the district.

General Terms & Conditions

1. Independent Contractor

If the District enters into an agreement, the successful applicant shall act as an independent contractor in the performance of services. The successful applicant and its employees will not be considered employees of NUSD and will not be entitled to benefits provided to District employees, including State Unemployment Compensation or Workers' Compensation. The successful applicant assumes full responsibility for the actions and/or omissions of its employees or agents. The successful applicant will have no authority to bind NUSD or incur obligations on its behalf. The successful applicant agrees to defend, indemnify, and hold harmless NUSD from any loss, damage, or claims due to the applicant's breach or failure to perform.

2. Contractor Qualifications, Licensing, and Standards of Care

The successful applicant and its employees/agents must hold all legally required licenses, credentials, permits, and qualifications. Services must be performed in accordance with professional standards, applicable laws, and regulations. The successful applicant is responsible for the professional quality, accuracy, completeness, and coordination of all services provided.

3. Use of Agents and Assistants / Removal of Personnel

The successful applicant may engage agents or assistants at its own expense. Such individuals will not be employees of NUSD. NUSD reserves the right to require removal of any personnel deemed uncooperative, incompetent, unsafe, or otherwise unacceptable.

4. Originality of Services

All materials, processes, and creative work submitted under this agreement must be original to the successful applicant, except for standard generic resources.

5. Intellectual Property

The successful applicant may use pre-existing proprietary materials in fulfilling the agreement; such materials remain the property of the applicant.

6. Work Product Ownership

All reports, data, work products, and deliverables created under this agreement will be the sole property of NUSD. The District retains rights to use, reproduce, and protect such materials, excluding pre-existing intellectual property of the applicant.

7. **Equipment and Facilities**

The successful applicant shall provide all labor, equipment, and materials at its own expense. NUSD will provide access to necessary records and facilities, unless restricted.

8. **Devotion of Time**

The successful applicant shall devote adequate time and resources to satisfactorily perform all services.

9. **Insurance Requirements**

Insurance Requirements: During the term of the agreement, the successful applicant, at their sole cost and expense, will procure and maintain the following insurance:

- **Commercial General Liability Insurance**: Coverage at least as broad as ISO form CG 00 01, with a minimum of \$2,000,000 per occurrence and \$4,000,000 aggregate for bodily injury, personal injury, and property damage, including blanket contractual liability. The successful applicant's general liability policies will be primary and not seek contribution from the District's coverage, endorsed with a form at least as broad as ISO form CG 20 10 or CG 20 26 to include the District and its officers, officials, employees, and volunteers as additional insureds.
- **Sexual Abuse-Molestation Coverage**: For services involving hired/volunteer adults working with students, the successful applicant will provide coverage with a limit of no less than \$2,000,000 per occurrence and \$4,000,000 aggregate. **Business Automobile Liability Coverage**: For services involving vehicle operation, the successful applicant will provide coverage for owned, non-owned, and hired autos with a minimum of \$2,000,000 per accident.
- **Professional Liability Coverage**: For professional services from licensed professionals, the successful applicant will provide coverage for professional errors and omissions with a minimum of \$1,000,000 per claim and in the aggregate.
- **Workers' Compensation Insurance**: For contractors with employees, the successful applicant will maintain Workers' Compensation Insurance with statutory limits and Employer's Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease, including a waiver of subrogation endorsement in favor of the District.
- **Cyber Liability Insurance**: For technology-related services involving access to the District's personally identifiable information, the successful applicant will maintain Cyber Liability Insurance with required limits of not less than \$1,000,000 per claim.

Evidence of Insurance: Prior to commencing services, the successful applicant will furnish the District with certificate(s), additional insured endorsement(s), and

waiver(s) of subrogation evidencing compliance with the insurance requirements. The successful applicant will verify that all subcontractors maintain insurance meeting these requirements, with potential adjustments on a "per subcontractor" basis considering the specific work.

10. Indemnification

The successful applicant shall indemnify, defend, and hold harmless NUSD, its employees, officials, and volunteers from all liabilities arising out of its performance, except for damages caused by the District's sole negligence or willful misconduct.

11. Assignment and Subcontracting

No assignment or subcontracting is allowed without written approval from NUSD. Approved subcontractors must comply with all terms of this agreement.

12. Fingerprinting and DOJ Clearance

The successful applicant shall be solely responsible for complying with California Education Code §45125 and ensuring that all current and future employees, volunteers, and subcontractors who will have contact with NUSD students obtain fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) prior to performing services on any District campus. All costs associated with fingerprinting and background checks are the responsibility of the successful applicant.

Only individuals who have received DOJ/FBI clearance may provide services to students. The successful applicant must maintain documentation of compliance and make such records available to NUSD upon request. Under no circumstances shall NUSD be responsible for arranging or paying for fingerprinting or background checks of the successful applicant's personnel.

13. Anti-Discrimination

The District requires that there be no discrimination against any employee engaged in the work because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Therefore, the successful applicant must comply with applicable Federal and California laws, including but not limited to the California Fair Employment and Housing Act, beginning with Government Code Section 12900 and, Labor Code Section 1735, and District policy. The successful applicant must also require compliance by all its subcontractors.

14. Safety, Security, and Controlled Substances

The successful applicant shall comply with all District safety and security

procedures. No drugs, alcohol, or tobacco are permitted on NUSD property.

15. No Solicitation

The successful applicant shall not engage in solicitation or sales on NUSD property without prior written approval from the District's Chief Business Official (CBO) or designee.

16. Student Data Privacy

If the successful applicant will provide technology services involving the digital access, use, storage, or management of student records, the successful applicant must sign a separate California Student Data Privacy Agreement in compliance with Education Code Section 49073.1. and attach a student data privacy certification for compliance with Education Code section 49073.1. The California Student Data Privacy Agreement is available through the District. Student records include any information directly related to a student maintained by the District or acquired directly from the student through the use of instructional software or applications assigned to the student by a District employee.

17. Record Retention and Audit

The successful applicant shall establish and maintain books, records, and systems of account in accordance with generally accepted accounting principles, reflecting the services and transactions completed under the agreement. The successful applicant shall retain such records throughout the term of the agreement, during any extensions or renewals, and for three (3) years thereafter. Additionally, pursuant to Government Code Section 8546.7, every contract involving the expenditure of public funds in excess of ten thousand dollars (\$10,000.00) shall be subject to examination and audit by the State Auditor as specified in the Government Code. The successful applicant shall permit the District or an independent auditor to audit, review, and make copies of all such records. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to the successful applicant and shall conduct an audit(s) during the successful applicant's normal business hours unless the successful applicant otherwise consents.

18. Limitation of District Liability

NUSD's liability is limited to fees agreed upon in the contract. The District is not liable for indirect, special, or consequential damages.

19. Confidentiality

The successful applicant and all their agents, personnel, employees, and/or subcontractors shall maintain the confidentiality of all information received in the course of performing the services. This requirement to maintain confidentiality shall extend beyond the termination of the agreement.

20. Public Health Mandates

The successful applicant shall comply with all federal, state, local, and NUSD public health requirements/mandates/protocols.

21. Taxpayer Identification

The successful applicant must submit a completed IRS Form W-9. Out-of-state vendors are subject to California tax withholding under Rev. & Tax Code §18662.

22. Agreement Contingent Upon Board Approval

The District will not be bound by the terms of any agreement until it has been formally approved by the District's Board of Trustees, and no payment shall be made or owed to the successful applicant absent that formal approval. An agreement is deemed approved when it has been signed by the Superintendent, Chief Business Official, or other Designee.

23. Financial Requirements

Providers will have an accounting system that can create financial reports and income statements, balance sheets to accurately prepare financial reports specific to NUSD. These budget and financial reports will be provided to the District on a quarterly basis, starting three months after the start of the school year with the final report being the closing of the books.

Providers must have internal controls in place to provide detailed accounting of program revenue and expenditures with supporting documentation, including cash receipts, invoices and cash receipts personnel, and timekeeping records. Provider's accounting system must have a method to accurately budget and allocate costs specific to NUSD.

Providers will provide a copy of the most recent external audit report with the proposal for services and annually thereafter. Providers must also allow the District to perform audits upon request using the District's selected audit firm. An estimated budget will be provided with the proposal. Upon award, budgets will be revised to actual costs to run programs per site. More information may be requested on financials and insurance.

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

24. Payment Terms

The District will pay the awarded provider(s) for work satisfactorily rendered as per the agreement. The District must receive services before payment is made. The awarded provider(s) shall submit invoices to the District Accounts Payable Department requesting payment for completion of the services at the specified

intervals. The District shall review and validate all invoices for approval before payment

25. Addenda or Bulletins

Any addenda or bulletins issued by the District during the proposal period or included in the documents provided to the applicant for preparing this proposal shall be incorporated into the proposal and shall become part of the contract.

26. Withdrawal of Proposals Prior to Opening

Proposals may be withdrawn prior to opening upon written request. Any applicant may withdraw their proposal, either personally or by a written request, at any time prior to the scheduled time for reviewing the proposals.

27. Restricted Proposal

Only those companies fully licensed, equipped, and experienced in the work being performed, with skilled personnel immediately available and able to obtain necessary components immediately, shall be considered qualified applicants for this contract.

28. Provider Designation

Applicants selected and contracted as a Core Summer School Program Provider or Core After School Program Provider are prohibited from simultaneously contracting with the District as an Enrichment Service Provider under the Request for Qualifications (RFQ) process. Vendors must elect to participate in either the Core Program or the Enrichment Services RFQ, but not both, for the duration of the contract term.

29. Tobacco-Free District

Natomas Unified School District is a **tobacco-free District**. Tobacco use (smoked or smokeless) is prohibited at all times on all areas of District property and in District vehicles.

30. Protest Procedures

Any applicant who wishes to protest the District's proposal process or the District's selection of a vendor for contract award must submit a formal written protest to the Director of Purchasing & Warehouse, located at 1901 Arena Boulevard, Sacramento, CA 95834. The written protest must be received by the District no later than five (5) business days following the date the District notifies vendors of the selected awardee. The protest must clearly state the specific grounds and include all supporting facts and documentation. Verbal protests, including those made by telephone, and electronic submissions, including email or fax, will not be accepted or considered. Only timely, written protests that comply with these requirements will be reviewed by the District.

Appendix A: Cover Sheet
Natomas Unified School District
Request for Proposal (RFQ) –Cycle B: Enrichment Program Provider

To: Director of Purchasing

Having thoroughly examined the Proposal Notice, Terms, Conditions, Specifications, and Proposal Form, the undersigned, as the duly authorized representative of the company, corporation, partnership, or individual identified below, hereby submits this proposal and agrees to furnish the goods and/or services in strict accordance with all specifications, terms, and conditions at the prices quoted, unless otherwise expressly noted in writing.

The undersigned attests to the accuracy, completeness, and truthfulness of all information provided in this proposal and certifies that it has been prepared independently, without collusion, fraud, or any agreement with any other proposer. The undersigned further affirms that this proposal complies with all applicable federal, state, and local laws, regulations, and the requirements of the Natomas Unified School District.

Any funds awarded as a result of this proposal will be used solely to advance the purposes, goals, and objectives described herein. Submission of this proposal constitutes a binding commitment to the representations and certifications stated above. The required signatures and printed information are provided below.

Company Name: _____

Authorized Representative Name: _____

Title: _____

Email: _____

Phone: _____

Address: _____

Authorized Signature: _____

Date: _____

Appendix B: Proposal Checklist
Natomas Unified School District
Request for Proposal (RFQ) –Cycle B: Enrichment Program Provider

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:

- Signed Cover Page (Appendix A)
- Proposal Checklist (Appendix B)
- References (Appendix C)
- Proposal Narrative (Attachment):
 - Organizational Overview
 - Program Design
 - High Quality Programing Elements
 - Staffing/Training
 - Evaluation Outcomes
 - Sustainability Innovation
- Budget Description (Attachement)
- Application Questionnaire (Attachment)
- Assurances to Meet Requirements (Appendix C)
- Non- Collusion Affidavit (Appendix D)
- Non-Disclosure Agreement (Appendix E)
- Workers' Compensation Certification (Appendix H)

Appendix C: References
Natomas Unified School District
Request for Proposal (RFQ) –Cycle B: Enrichment Program Provider

Vendors must provide a minimum of three (3) references from organizations for which they have provided similar services within the last five (5) years. References should be able to verify the vendor's experience, performance, reliability, and ability to manage programs similar in size and scope to the services proposed in this RFQ.

Reference 1

Name of Organization: _____
Contact Name: _____
Phone Number: _____ Email: _____
Dates of Service: _____ to _____
Description of Program/Service: _____

Reference 2

Name of Organization: _____
Contact Name: _____
Phone Number: _____ Email: _____
Dates of Service: _____ to _____
Description of Program/Service: _____

Reference 3

Name of Organization: _____
Contact Name: _____
Phone Number: _____ Email: _____
Dates of Service: _____ to _____
Description of Program/Service: _____

Attachment: Budget Description Sheet
Natomas Unified School District
Request for Proposal (RFQ) –Cycle B: Enrichment Program Provider

Budget: The proposed budget should be developed based on a minimum of serving 100 students per school site across the district on any given day of the program.

- Providers must present a program cost not to exceed \$20 per student, per day, based on a minimum enrollment of 20 students per site for the 2026-2027 and 2027-2028 program years
- Vendors must provide a separate attachment that must break down costs by category, including staffing, instructional materials, program supplies, supervision, professional development, transportation, administrative costs.

Attachment: Proposal Narrative (multiple pages)
Natomas Unified School District
Request for Proposal (RFQ) –Cycle B: Enrichment Program Provider

(Vendor to Insert Proposal Narrative Here)

The Proposal Narrative should be clearly labeled by section and cover the following areas:

- Organizational Overview – Introduce your organization, mission, history, and experience. Explain how your program meets the needs of NUSD students.
- Program Design – Describe how your enrichment program will be delivered (duration, frequency, format) and how it aligns with NUSD goals and LEAP Academy standards. Include strategies for student engagement, recruitment, and attendance.
- High-Quality Programming Elements – Explain how your program provides a safe and supportive environment, engages students with hands-on, developmentally appropriate activities, and links to the instructional day.
- Staffing and Training – Summarize your staffing structure and qualifications. Describe how staff will be trained, supervised, and supported.
- Evaluation and Outcomes – Outline how you will measure program success (student engagement, skill-building, or other indicators) and how feedback will be used for continuous improvement.
- Sustainability and Innovation – Share examples of past successes, innovative practices, or unique features of your program that benefit students and the school community.

**Attachment: Application Questions
Natomas Unified School District
Request for Proposal (RFQ) –Cycle B: Enrichment Program Provider**

Please answer the following questions:

1. **Current enrichment provider Information:** Does your agency currently provide programming at any NUSD school? If so, which school(s) and what services are provided?
2. **Prior enrichment provider Information:** Have you served as an NUSD LEAP Academy enrichment provider previously?
3. **Other enrichment provider Information:** Do you currently serve in the role for any other school districts besides NUSD? If so, please list all school districts you serve.
4. **Other enrichment provider Information:** Has your program had its contract terminated in the past? Are there any current or pending investigations?
5. **Capacity:** How many school sites does your agency have the capacity to serve? Please briefly explain your rationale for this number of sites.
6. **Capacity Ability:** Does your agency have the capacity to serve during the summers and/or intercessions of 2026-2027 and 2027-28?
7. **Litigation Status:** Has your agency been in or currently in litigation with any school district? If yes, please describe.
8. **Community:** Describe your experience and approach to serving the Natomas community and/or other communities with similar demographics, assets, challenges, etc.
9. **School Communities:** Describe your experience and/or approach to working in partnership with school communities.
10. **Safe and Supportive Environment:** Describe how the program will provide opportunities for students to experience a safe and supportive environment.
11. **Active and Engaged Learning:** Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day, with a focus on literacy and math that may also include embedding this focus within other subjects or activities.

12. **Skill Building:** Describe how the program will provide opportunities for students to experience skill building.
13. **Youth Voice and Leadership:** Describe how the program will provide opportunities for students to engage in youth voice and leadership.
14. **Diversity, Access, and Equity:** Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the program will provide access and opportunity for students with disabilities.
15. **Quality Staff:** Describe how the program will provide opportunities for students to engage with quality staff.
16. **Clear Vision, Mission, and Purpose:** Describe the program's clear vision, mission, and purpose, and is it aligned to the NUSD Theory of Action for Student Success.
17. **Collaborative Partnerships:** Describe the program's collaborative partnerships.
18. **Program Management:** Describe the plan for program management.
19. **Staff Supervision, Support, and Professional Development:** LEAP Program enrichment providers are required to fully staff programs at the minimum staff-to-student ratio (Grades TK/K is a ratio of 10 to 1, and Grades 1-8 is a ratio of 20 to 1) during the duration of the contract.
 - Describe what processes your agency will put in place to ensure you have qualified, well-trained staff serving NUSD students.
 - Describe staff recruitment and retention plans, performance evaluation processes, and supervision, training and coaching plans.
 - Identify who will be responsible for providing supervision, training, coaching and support of the onsite Expanded Learning Program leader and staff.
 - Describe the agency's process for handling staff absences.
 - Describe the agency's process for handling student or parent concerns.

**Appendix G: Non-Disclosure Agreement
Natomas Unified School District
Request for Proposal (RFQ) –Cycle B: Enrichment Program Provider**

THIS AGREEMENT (the "Agreement") is made between the Natomas Unified School District ("District") and _____ ("DISCLOSEE"), and entered into concurrently with the Independent Contractor Agreement between the parties for the purpose of Learning Enrichment Athletics Arts & Academics (LEAP).

DISTRICT and DISCLOSEE are entering into a business relationship with each other. In connection with discussions and negotiations regarding the potential business relationship, DISTRICT may disclose to DISCLOSEE certain Confidential Information (as defined below), which Confidential Information is proprietary, secret, nonpublic and confidential. The purpose of this Agreement is to protect such Confidential Information by setting forth the terms and conditions upon which DISTRICT is willing to disclose such Confidential Information to DISCLOSEE and the obligations that DISCLOSEE hereby accepts and agrees to abide by following the disclosure of such Confidential Information to DISCLOSEE.

In consideration of the mutual promises and covenants contained in this Agreement and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. Confidential Information and Confidential Materials

- (a) "Confidential Information" means nonpublic information that DISTRICT designates as being confidential or which, under the circumstances surrounding disclosure, ought to be treated as confidential. "Confidential Information" includes, without limitation, information relating to released or unreleased DISTRICT mailing lists or contact lists and the marketing or promotion of any DISTRICT event, information of a confidential nature of, about, or concerning the students or personnel of DISTRICT, business of DISTRICT or its manner of operation, which may include Proprietary Information, such as student records, tax records and other financial information concerning DISTRICT and DISTRICT's employees, officers, directors, shareholders, students, lists or other written records used in DISTRICT's operations, investment information, compensation paid to employees and other terms of employment, personnel records, and information received by DISTRICT from third parties subject to DISTRICT's duty to maintain the confidentiality of such information and to use it only for certain limited purposes.

- (b) "Confidential Information" shall include all personally identifiable student information protected under the Family Rights and Privacy Act (FERPA), California Education Code 49073.1, and DISTRICT Board Policy 5125.
- (c) "Confidential Information" shall not include: (i) any information that is or subsequently becomes available to the public without DISCLOSEE's breach of any obligation owed to DISTRICT; or (ii) any non-confidential information that became known to DISCLOSEE from a source other than by breach of an obligation of confidentiality owed to DISTRICT.
- (d) "Confidential Materials" means all tangible materials containing Confidential Information, including without limitation written or printed documents, computer media, data files, and other related items.

2. Disclosee's Promise of Secrecy

- (a) DISCLOSEE agrees to keep strictly confidential all Confidential Information and Confidential Materials governed by this Agreement. DISCLOSEE agrees not to disclose such Confidential Information and Confidential Material to any person, organization, representative, entity, business, manufacturer, designer or corporation other than those individuals reasonably necessary for the purpose DISTRICT for which DISTRICT has contracted with DISCLOSEE.
- (b) DISCLOSEE agrees it does not intend nor will it, directly or indirectly, export any Confidential Information or Confidential Materials or products to any person, entity, business, manufacturer, designer or corporation who DISCLOSEE knows or has reason to know will utilize them in an unacceptable manner.
- (c) DISCLOSEE shall not disclose or through knowing inaction fail to prevent disclosure of any Confidential Information or Confidential Materials to third parties during the contractual relationship between DISCLOSEE and DISTRICT and after termination of this contractual relationship. However, DISCLOSEE may disclose Confidential Information in accordance with judicial or other governmental orders, provided DISCLOSEE shall give DISTRICT reasonable notice prior to such disclosure and shall comply with any applicable protective order or equivalent issued on behalf of DISTRICT.
- (d) DISCLOSEE shall not share or use any of DISTRICT Confidential Information and Confidential Materials to engage in any targeted marketing or advertising.

3. Security of Confidential Information and Confidential Materials

- (a) DISCLOSEE shall take all reasonable measures including the training of DISCLOSEE's staff, to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information and Confidential Materials. Without limiting the foregoing, DISCLOSEE shall take at least those measures that DISCLOSEE takes to protect its own confidential information. DISCLOSEE may disclose Confidential Information or Confidential Materials only to DISCLOSEE's Contractors on a need-to-know basis. DISCLOSEE shall execute appropriate written agreements with its Contractors sufficient to enable it to comply with all the provisions of this Agreement. DISCLOSEE shall not disclose any Confidential Information or Confidential Materials to any third party other than the Contractors mentioned herein, without the prior written consent of DISTRICT.
- (b) Confidential Information and Confidential Materials may be disclosed, reproduced, summarized or distributed only in pursuance of DISCLOSEE's actual use of such information or material. Such information or material, if distributed, must be collected and securely contained by DISCLOSEE.
- (c) Compliance with the security of Confidential Information and Confidential Materials shall not, in itself, absolve the DISCLOSEE of liability in the event of an unauthorized disclosure of Confidential Information and Confidential Materials.

4. Return and Destruction of Materials.

All documents and other tangible objects containing or representing Confidential Information and all copies thereof which are in the possession of DISCLOSEE shall be and remain the property of DISTRICT and shall be promptly returned or destroyed upon DISTRICT's request. Documents prepared by DISCLOSEE using Confidential Information, or derived therefrom, shall be destroyed upon request of DISTRICT. Written confirmation of destruction of Confidential Information as requested by DISTRICT shall be provided by DISCLOSEE to DISTRICT.

5. Rights and Remedies

- (a) DISCLOSEE shall notify DISTRICT immediately upon discovery of any unauthorized use or disclosure of Confidential Information and/or Confidential Materials, or any other breach of this Agreement by DISCLOSEE, and will cooperate with DISTRICT in every reasonable way to help DISTRICT regain possession of the Confidential Information and/or Confidential Materials and prevent its further unauthorized use.

DISCLOSEE shall, upon request, provide opportunity for DISTRICT, or the owner of information such as a student or student's parent/guardian, to review, update, and or correct erroneous information contained in any pupil records. DISCLOSEE shall assist DISTRICT in the notification of students and parents/guardians in the event of unauthorized disclosure of pupil records.

- (b) DISCLOSEE acknowledges that monetary damages may not be a sufficient remedy for unauthorized disclosure of Confidential Information and that DISTRICT shall be entitled, without waiving any other rights or remedies, to such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction.

6. Miscellaneous

- (a) DISTRICT and the DISCLOSEE are jointly responsible for ensuring the protection of personally identifiable student information in compliance with the Family Rights and Privacy Act (FERPA). The DISCLOSEE acknowledges that it shall not take any action that may cause the DISCLOSEE or DISTRICT to be out of compliance with FERPA, California Education Code 49073.1, or DISTRICT Board Policy 5125.
- (b) All Confidential Information and Confidential Materials are and shall remain the property of DISTRICT. By disclosing information to DISCLOSEE, DISTRICT does not grant any express or implied right to DISCLOSEE to or under DISTRICT Confidential Information and Confidential Materials. Further, the delivery and disclosure of Confidential Information and Confidential Materials does not constitute a License permitting DISCLOSEE to use said Confidential Information and/or Confidential Materials for any purpose other than that allowed by DISTRICT as specified above.
- (c) This Agreement constitutes the entire agreement between the parties with respect to subject matter hereof and merges all prior discussions between them as Confidential Information. It shall not be modified except by a written agreement dated subsequent to the date of this Agreement date and signed by both parties.
- (d) None of the provisions of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of DISTRICT, its agents, or employees, but only by an instrument in writing signed by an authorized officer of DISTRICT. No waiver of any provision of this Agreement shall constitute a waiver of any other provision(s) or of the same provision on another occasion.

- (e) If either DISTRICT or DISCLOSEE employs attorneys to enforce any rights arising out of or relating to this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees. This Agreement shall be constructed and controlled by the laws of the State of California, and DISCLOSEE further consents to jurisdiction by the state and federal courts sitting in Sacramento County in the State of California. Processes may be served on either party by U.S. Mail, postage prepaid, certified or registered return receipt requested.
- (f) Subject to the limitations set forth in this Agreement, this Agreement will inure to the benefit of and be binding upon the parties, their successors and assigns.
- (g) If any provisions of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- (h) All obligations created by this Agreement shall survive change or termination of the parties' business relationship.

7. Suggestions and Feedback

DISTRICT may from time to time request suggestions, feedback or other information from DISCLOSEE concerning Confidential Information or concerning released DISTRICT Confidential Information and Confidential Materials. Any suggestions, feedback or other disclosures made by DISCLOSEE are and shall be entirely voluntary on DISCLOSEE's part and shall not create either any obligations on the part of DISTRICT or a confidential relationship between DISCLOSEE and DISTRICT. DISTRICT shall be free to disclose and use DISCLOSEE's suggestions, feedback, or other information as DISTRICT sees fit, entirely without obligation of any kind to DISCLOSEE.

Authorized Signature: _____

Name: _____ Date: _____

**Appendix H: Workers Compensation Certification
Natomas Unified School District
Request for Proposal (RFQ) –Cycle B: Enrichment Program Provider**

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Services of this Agreement.

Company Name: _____

Authorized Representative Name: _____

Title: _____

Email: _____

Phone: _____

Address: _____

Authorized Signature: _____

Date: _____