West Contra Costa Unified School District
Business Services Department
1400 Marina Way South
Richmond, CA 94804

Request For RFQ/RFP Proposal

Direct Services Consultant Contracts

THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
RFQ/RFP # 2425-01

September 2024

The West Contra Costa Unified School District ("District") is requesting submission of statements of qualifications and proposals ("Proposals") from qualified persons, firms, partnerships corporations, associations or professional organizations ("Firm(s)") for the provision and delivery of ("Services") to the West Contra Costa Unified School District, as further described herein.

Firms that intend to submit a Proposal must be **insured, appropriately licensed in addition to providing TB clearance and Agency ORI# that certifies the firm receives subsequent arrest reports for the Services Firm is submitting a Proposal**.

Interested Firms are invited to submit a Proposal as described below to

West Contra Costa Unified School District
Business Services Department
Electronic Transmission
(InformedK12)
Last Proposal must be received on or by January 10, 2025.

Questions regarding this proposal must be received in writing via email and directed to the office of Executive Director of Business Services, at **contractinfo@wccusd.net.** The District may respond to questions presented via addenda to this proposal.

Proposals are to be submitted only in electronic transmission (infomedk12). Incomplete proposals will be canceled after 14 calendar days.

Thank you for your interest in working with the West Contra Costa Unified School District.

1. **Receipt of Proposal Packages**.

   1.1. Proposals submitted via InfomedK12 should be received within 14 calendar days.
   1.2. Firms are required to submit Proposals via InformedK12. Incomplete Proposals may be deemed non-responsive and the form will be canceled.

2. **Content of Firm's Proposal**. Firm's Proposal must be consecutively numbered on each page and must include the following information, using the outline structure and numbering system set forth below. Firm's Proposal shall be concise, well organized and inclusive of résumés, forms, and pictures.
   2.1. Completed Attachment 1 (Value Categories 1-5).
   2.2. Completed Attachment 2 (Firm's Claim Information).
   2.3. Completed Attachment 3 (References).
   2.4. Completed Attachment 4 (Certification).
   2.5. Insurance Information required by Attachment 5 (Insurance).
   2.6. Non-Collusion Declaration required by Attachment 6 (Certification)
   2.7. Piggyback Clause required by Attachment 7 (Piggyback Clause).
   2.8. Completed Attachment 8 (Authorized Vendor Signature).

3. **Written Questions**. Questions regarding this RFQ/RFP must be received in writing and directed to the office of Executive Director of Business Services, at contractinfo@wccusd.net. The District may respond to questions presented via addenda to this RFQ/RFP.

4. **Restrictions on Lobbying and Contact with District**. From the period beginning on the date of the issuance of this RFQ/RFP and ending on the date of the award of the contract, no person or entity responding to this RFQ/RFP, nor any officer, employee, representative, agent, or consultant representing such person or entity shall contact through any means or engage in any discussion regarding this / the evaluation or selection process or the award of the contract with the District's Governing Board, selection committee members, or with any employee of the District except for clarifications and questions as described herein. Any such contract shall be grounds for the disqualification of a Firm.

5. **Conflicts of Interest**. By submitting a Proposal, Firm certifies that it has no current, or anticipated contractual obligations or financial interests that create a conflict of interest between it and the District, any employee of the District, or its governing Board members related to the Services requested hereunder.

6. **Proposal Evaluations and Scoring**.

   6.1. This RFQ/RFP is designed to select the Firm that is most qualified and whose Proposal provides the best value for the Services proposed. Proposals will be reviewed for content, completeness, experience, qualifications, price, means of providing service, and ability to provide the best solution for the District. By responding to this RFQ/RFP, Firm acknowledges that selection will be based on a comprehensive submission that meets or exceeds District requirements.

   6.2. The District intends to select one of the Firms—but reserves the right to select more than one Firm—that best meet(s) the District's needs to perform the Services as described in this RFQ/RFP. One or more Firms may be selected and recommended to the governing board of the District for approval ("Successful Firm"). The Successful Firm will be selected based on qualifications and demonstrated competence that include relevant experience with public agencies, including local agencies, and a proven track record of success for the type of Services Firm intends to provide.

   6.3. A "best value" method of selection will be utilized. The "best value" method evaluates the selection criteria/value categories listed below based on the designated score given to each criterion of the RFQ/RFP's total points possible.

   Minimum required points to qualify is 700

Selection Criteria/ Value Category	Maximum Points
1. Company Profile	100
2. Program Accountability, Program Plans, and Results, Staffing, Experience and Performance	300
3. Scope of Services	200
4. Ability to Deliver / References	200
5. Program Cost and Marketing	200
Total Maximum Points	**1000**

7. **Terms and Conditions**.

By virtue of submitting a Proposal, Firm confirms that (a) it is agreeable to each and every provision of Attachment 9 – Contract Template and (b) that the District has the absolute right to delete existing and/or to include additional provisions in any resulting contract with Firm prior to execution of said contract(s) by the parties. In addition, consistent with Attachment 9 – Contract Template, by virtue of submitting a proposal each Bidder confirms the following:

7.1. The District reserves the right to contract with any Firm responding to this RFQ/RFP for all or portions of the above-described Services, to reject any Proposal as non-responsive, and not to contract with any Firm for the Services described herein. The District makes no representation that participation in the RFQ/RFP process will lead to an award of contract or any consideration whatsoever.

7.2. The District is not responsible for late delivery of a Proposal. It is the responsibility of the responding Firm to ensure that the Proposal is submitted on time to the District. Proposals that are received after the deadline may not be considered.

7.3. Responses to this RFQ/RFP will become the property of the District and subject to the California Public Records Act, Government Code sections 6250 et seq. Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," the Firm agrees, by submission of its response for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

7.4. Issuance of this RFQ/RFP does not commit the District to award a contract for Services or to pay any costs incurred with the preparation of a response. Firms should note that the execution of any contract pursuant to this RFQ/RFP is dependent upon successful negotiation of terms and fees as well as approval by the District's Board of Education.

7.5. The selected Firm(s) and each of its sub-consultants and/or co-venture partners, shall comply with all applicable federal and California laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended, Executive Orders 11246, 11375, and 12086, the California Fair Employment and Housing Act beginning with Government code section 12900, Labor Code section 1735, and any other applicable federal and state laws and regulations hereinafter enacted, including the Federal Americans with Disabilities Act (ADA). Firms shall be responsible for establishing and implementing an ADA program within the Firm workplace. Firms shall not discriminate against any prospective or

active employee based on 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. The selected Firm shall cause the above provisions to be inserted in all subcontracts for any work covered by this RFQ/RFP so that such provisions will be binding upon each sub-consultant.

7.6. Prior to contract execution, proof of all insurances at the levels specified in the specific contract and proof of licensing will be required. Fingerprinting and Tuberculous testing of all personnel who will visit school sites is also required.

7.7. The District reserves the right to amend this RFQ/RFP by means of addenda.

7.8. In the event the Firm is asked to attend an interview, it is mandatory that the proposed primary Firms' contact and a principal of the Firm with the authority to enter into binding contracts with the District attend the interview. The District is not responsible for any costs the Firm may incur in the preparation of the Proposal, interview, or selection process.

7.9. The period of performance shall be one (1) year with four (4) one-year renewal options. Renewals will be based upon a satisfactory End of Year Report.

8. **Protests**.

Any protest regarding this RFQ/RFP must be submitted in writing to District, before **5:00 p.m.** of the **THIRD (3rd)** business day following the date of notification by District that a Firm has been selected following District's evaluation / selection process.

8.1. The protest must contain a complete statement of any and all bases for the protest.

8.2. The protest must refer to the specific portions of any documents that form the bases for the protest.

8.3. The protest must include the name, address and telephone number of the person representing the protesting party.

8.4. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest; and all other Firms or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

8.5. The procedure and time limits set forth in this paragraph are mandatory and are Firm's sole and exclusive remedy in the event of protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or legal proceedings.

9. **Firm Agreement**. In compliance with Firm's Proposal, Firm is proposing to furnish all labor, materials, transportation, and services for the work described and specifications and for the items listed in the form Agreement attached hereto in Attachment 1. Firm's Proposal is subject to acceptance at any time within sixty (60) calendar days after the date required for submission, unless otherwise stipulated. Proposals cannot be corrected or altered after opening by the District.

10. **Proposal Signee**. If a Firm is an individual or an individual doing business under a company name, the Proposal must, in addition to the company name, be signed by the individual. If Firm is a partnership, the Proposal should be signed with the partnership name by one of the partners. If a corporation, with the name of the corporation by an officer authorized to execute a Proposal on behalf of the corporation.

11. **Firms' Understanding**. It is understood and agreed that the Firm has been, by careful examination, satisfied as to the nature and location of the Services to be provided; the character of equipment and facilities needed preliminary to and during the prosecution of the Services; and general and local conditions, and all other matters which can in any way affect Firm's ability to perform the Services as described in its Proposal. No verbal agreement or conversation with any officer, agent or employee of the District, either before or after the execution of a contract, shall affect or modify any of the contractual terms or obligations.

12. **Disposition of Proposals**. All materials submitted in response to this Proposal will become the property of the District and will be returned only at the District's option and at the Firm's expense. The original electronic copy shall be retained for

official files and will become a public record after the District has entered into contract(s) with the successful Firm(s).

13. **District's Alternative Providers**. The District reserves the right to solicit, purchase and obtain from providers other than the successful Bidder(s) certain products and services, of a nature similar or equivalent to those products and services solicited in this proposal.

14. **Bidder Agreement to Terms and Conditions**. Submission of a signed Proposal will be interpreted to mean Bidder has agreed to all the terms and conditions set forth in this RFQ/RFP, including the terms of the exemplar contract included as Attachment 9.

15. **Nomenclatures**. The terms Successful Bidders, Suppliers, Vendors, Providers, Service Providers, Awarded Contractors and Contractors may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation with whom the District enters into a contract as a result of this solicitation. The terms District, WCCUSD, West Contra Costa Unified School District, Board and Board of Education may be used interchangeably in this solicitation and shall refer exclusively to the West Contra Costa Unified School District. The terms Proposals, Bids and Offers may be used interchangeably in this solicitation and shall refer exclusively to the response made to this solicitation by any bidder. The terms proposal and Request For Proposals may be used interchangeably in this solicitation and shall refer exclusively to this solicitation. The terms Contract and Agreement may be used interchangeably in this solicitation.

15.1. Proposals may earn a maximum of 1,000 best value points, as indicated in the table below. Each best value category shall be scored separately using the scoring guide below. Criteria for Best Value Scoring and Submission Instructions All Five (5) Value Categories.

15.2. The following criteria will be considered when allocating points in each of the Five (5) Value Categories:

15.2.1. Proposal responses demonstrate a clear understanding of and alignment with the District's objectives.

15.2.2. Firm's must organize their Proposal to clearly address each Value Category and carefully respond to each Category as set forth in **Attachment 1**.

Minimum points to qualify is 700

BEST VALUE POINTS	
Value Category	**Points**
1. Company Profile	**100**
2. Program Accountability, Program Plans, and Results, Staffing, Experience, and Performance	**300**
3. Scope of Services	**200**
4. Ability to deliver/References	**200**
5. Program Cost and Marketing	**200**
TOTAL	**1000**

Scoring Guide					
	QUALITY OF RESPONSE	**STRENGTHS**	**WEAKNESSES**	**CONFIDENCE IN RESPONSE**	**POINTS**
EXCEPTIONAL RESPONSE	Addresses the requirements completely, exhibits outstanding knowledge, creativity, innovation, or other justifying factors.	Meets all Requirements -Numerous strengths in key areas.	None	**VERY HIGH**	100%
GOOD RESPONSE	Addresses the requirements completely and some elements in an outstanding manner.	Meets all requirements -Some strengths in key areas	Minor; not in key areas	**HIGH**	75%
ADEQUATE RESPONSE	Addresses most elements of the requirements.	Meets most requirements -Some strengths provided	Moderate: does not outweigh strengths	**ADEQUATE**	50%
MARGINAL RESPONSE	Meets some of the requirements	Meets some requirements with some strengths.	Exist in key areas: outweighs strengths	**LOW**	25%
INADEQUATE RESPONSE	Meets a few to none of the proposal requirements.	Few or no clear strengths.	Significant and numerous	**NONE**	0%

ATTACHMENT 1
VALUE CATEGORIES

WCCUSD
Vendor Proposal to Partner

VALUE CATEGORY 1: Company Profile
FIRM MUST PROVIDE ALL INFORMATION REQUESTED FOR THIS CATEGORY. (100 POINTS)

1. **School Year** 2024-2025

2. **Name of Agency** Bollywood Dance Central LLC **Name of Program** Bollywood Dance Classes

3. **Point of contact, Name, Position Title, Phone Number, and Email Address.**
   Sindhuja Karanam, Owner/Founder, 832-339-0058, bollywooddancecentral@gmail.com

4. Please attach a short history of the Firm including whether it is local, national, or international, as well as the approximate number of employees, firm offices, and locations.
   Bollywood Dance Central LLC was formed in 2017 and we are now located in 2 states and 4 cities. Our studio has taught over 500 of students and performed in over 70 locations across the United States.

VALUE CATEGORY 2: Program Accountability, Program Plans, and Results, Staffing, Experience and Performance
FIRM MUST PROVIDE ALL INFORMATION REQUESTED FOR THIS CATEGORY. (300 POINTS)

5. **Agency Mission.**
   Our mission is to elevate the Bollywood Dance caliber of students around the country and provide clients with an enriching Indian cultural experience. Our hope is that students and clients will learn about Indian heritage, traditions, and culture through the lens of Bollywood dance and music. We hope that through our services students and clients gain an appreciation not only for Indian culture but all cultures that are not their own.

6. **Program Objective**
   We can conduct dance programming across all schools in the district. Through this session, each group will learn a dance piece that they will be ready to showcase at the end of the 8 weeks. We offer many styles including hip hop, modern, bollywood, and contemporary.

7. **Program Description**
   Join us for an exciting journey into the vibrant world of Bollywood dance! This after-school program is designed to introduce students to the energetic and expressive dance form of Indian cinema. Through a combination of fun choreography, engaging music, and cultural exploration, participants will develop their dance skills, coordination, and confidence while immersing themselves in the rich traditions of Bollywood.

   Program Highlights:

   Learn basic Bollywood dance steps and techniques.
   Explore different styles of Bollywood dance, from classical to contemporary.
   Develop choreography and performance skills.
   Experience the cultural significance of Bollywood dance and its connection to Indian cinema.
   Build confidence, coordination, and self-expression through movement.
   Make new friends and have fun!

8. **State Firm's capacity to offer this program (i.e. at up to 5 school sites, etc.)**

We can service 8 schools on any given day, we have 50 staff members on our team

9. **State staff contract deliverables by site specifying the number of staff this program will offer, how many days and hours each staff member will be on site, and the number of days and hours the program will be offered per site per week.**

We would be open to a 8 week program and each school site will have class once a week.

10. **Please select the Tier of service that your program will provide (complete all that apply)**

Description of Tiers of Service: Indicate the number of students you can serve in each tier.

X_____Tier 1: Program available to entire classrooms or student bodies and generally available to all students who apply.

_____Tier 2: Program offered to a small group of students identified as in need of moderate services

_____Tier 3: Program offered 1:1 to students 1:1 identified as in need of intensive services

Program Supervision (select the most applicable)

Program supervised by Teacher of Record or other certificated staff

11. **State who will benefit from these services - Families, Students, Staff. (select all that apply)**

☐ Families ☒ Students ☐ Staff

12. **State any limitations of whom the program can serve (i.e. Medi-Cal only).**

N/A

VALUE CATEGORY 3: Scope Of Services

FIRM MUST PROVIDE ALL INFORMATION REQUESTED FOR THIS CATEGORY. (200 POINTS)

Program Description and Evaluation

13. **If this is a Program for African American Student Success (PAASS) funded program, please review the mandatory criteria below and check the "I understand" box to relay your understanding and agreement of this criteria.**
    a. Provide to the Coordinator of the Office of African American Student Achievement monthly student outcomes (specific activities and/or lessons students engaged in for the month along with an attendance roster).
    b. Report on the correlation between academics/socio-emotional and student growth mid-year (no later than the Friday before the yearly MLK holiday) and in the year end report (date determined by Business Services).
    c. Provide quality checks and evaluations of the program and employees at the site with site leadership through bi-monthly meetings with the OAASA Coordinator.

d. Describe (by submitting to OAASA Coordinator) how staff will be impacted as a result of partnership and monitor and report on staff/partner satisfaction and impact mid-year (no later than the Friday before the yearly MLK holiday) and at the end of the year report (date determined by Business Services).
e. Maintain a program roster of 80% African American program participants

x Please check this box to indicate that you understand and agree to adhere to the PAAASS criteria stated above.

14. If this is a Program for <u>Expanded Learning funded program</u>, please review the mandatory criteria below and check the "I understand" box to relay your understanding and agreement of this criteria.

15. Minimum Staffing Qualifications. Consultant staff and agents who directly supervise students and are included in the 1:10 staff to student ratio for grades TK and Kindergarten and 1:20 staff to student ratio for grades 1st-12th and for ASES/21st century/ELO-P funded programs must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalent and one of the following: (a) an AA degree or completion of 48 semester units in college or (b) successful completion of the Instructional Assistant exam, administered by the County Office of Education or the District.

- Consultant will ensure that at least one staff member at each Expanded Learning Program is certified in CPR and First Aid.
- Staff changes must be communicated to the District Expanded Learning Coordinator in writing before commencement of work with students along with certification that staff meet all the district requirements.
- All staff members must comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the appropriate reporting agency as stated in California Penal Code § 11164 – 11174.

a. **Program Quality.** Program must engage in and provide evidence of a rigorous annual Continuous Quality Improvement Process (CQI)
b. Provide sample lesson plans and assessments

☒ Please check this box to indicate that you understand and agree to adhere to the Expanded Learning criteria stated above.

16. Select *<u>only</u>* one category below that your program is most aligned with

Review the District Academic Annual Measurable Outcomes (AMOs) and Program Criteria for your selected partnership category on the following pages and:

(1) Select the AMOs that your program will commit to achieving under your corresponding proposal category below.

(2) Select the Program Criteria that your program meets under your corresponding proposal category below.

(3) Provide a program description indicating how your program will support sites to meet your selected AMOs and criteria and how your agency will evaluate this program.

Academic Category
Please only complete this section if you selected the Academic category.

Academic Annual Measurable Outcomes
Academic Annual Measurable Outcomes

- ❑ The percentage of students scoring at Mid or Above Grade level on the iReady assessment will increase by 10% or more compared to the prior year. This data will be for reading or Math as most appropriate for the program.

- ❑ With the overall aim of closing the opportunity gap, the percentage of African American students scoring at Mid or Above Grade level on the iReady assessment will improve 20%, or 10% higher than the overall student goal. This data will be for reading or Math as most appropriate for the program.

Academic Program Criteria

The range of products, services, and solutions needed to serve the many schools and different contexts of WCCUSD is broad. Academic partners must clearly articulate the following:

- ❑ Program has a clearly articulated theory of action detailing how the program will positively affect student academic outcomes.
- ❑ Program has a clearly articulated theory of action detailing how the program will improve outcomes for African American and other historically underserved populations as evidenced by culturally relevant evidence based interventions.
- ❑ Partners must clearly articulate how student growth will be monitored or measured, particularly at smaller intervals throughout the service period, and define evaluation intervals and methods.
- ❑ Program must have capacity to produce mid year and end of year reports indicating student growth.

Program Deliverables

Describe how your program will support the identified schools in achieving the Annual Measurable Outcomes selected and describe how your program will meet the program criteria selected both in school and during school closure.

College and Career Readiness Category
Please only complete this section if you selected the College and Career Readiness category.

College and Career Annual Measurable Outcomes

- ❑ Increase percent of graduates meeting A-G requirements by 3%, especially for students who are Low Income, English Learner, Homeless, African American, and Foster Youth across all student populations as evidenced by District A-G report
- ❑ Increase the percentage of Low Income, English Learner, Foster Youth, and Black/African American Youth enrolled in AP and IB coursework by 5% and detracking middle school classes, Increase AP course / test pass rates for Low Income, English Learner, and Foster Youth; as evidenced by District AP and IB student readiness and course enrollment.
- ❑ Provide academic and/or academic counseling intervention to students that results in:
  - GPAs below 2.0 rising to 2.0 or above as measured by student GPA on District issued report cards
  - GPAS between 2.0 and 2.5 rising by at least 0.4 grade points as measured by student GPA on District issued report cards
- ❑ Maintain low income, English learner, and foster youth student access to College Board exams.

College and Career Program Criteria

- ❑ Provide professional development to teachers, counselors, admin and staff to develop and implement academic interventions to students who are in danger of being or not yet A-G eligible, have GPAs below 2.5 and/or are credit deficient. This should include regular and ongoing coaching and support via classroom observations and collaborative learning and planning sessions.
- ❑ Partner provides regular and ongoing academic and/or SEL coaching and support to individual students and/or small groups of students.
- ❑ Partner uses an evidence based assessment to assess student's academic and SEL needs and has capacity to triage student referrals to ensure highest need students have access to services.
- ❑ Partner monitors student growth towards goals and reports out to sites and/or District every 6-8 weeks.
- ❑ Implement culturally relevant practices and provide linguistically and culturally diverse staff to attract and serve traditionally underserved students.
- ❑ Monitor and report on school staff/partner satisfaction mid-year and at the end of year.

Program Deliverables

Describe how your program will support the identified schools in achieving the Annual Measurable Outcomes selected and describe how your program will meet the program criteria selected both in school and during school closure.

Socio - Emotional Learning and Mental Health
Please only complete this section if you selected the Socio – Emotional Learning and Mental Health category.

Socio - Emotional Learning and Mental Health Annual Measurable Outcomes

- ❑ Chronic Absenteeism for program participants will decrease by 3%
- ❑ The suspension rate for program participants will decrease by 3%
- ❑ Total number of in class office discipline referrals for program participants will decrease
- ❑ Program will issue skill development assessments at least twice/year: baseline survey and end of program survey which will indicate 85% participants demonstrating growth in one or more skills and goal attainment.
- ❑ 85% satisfaction on survey of parents/guardians, teachers/classified staff, and students on school climate survey report a welcoming environment equitably across subgroups
- ❑ Program demonstrates evidence that race relations and equitable practices at a school site and/or throughout the District have improved as measured by the reduction of disproportionate rates of suspensions, attendance, and/or office discipline referrals and/or qualitative data of persons from ethnic and/or unduplicated subgroups (homeless, foster, English Language Learners, Special Education youth)

Socio - Emotional Learning and Mental Health Program Criteria

- ❑ ***MANDATORY*** Program has a clear way to track and report student participation throughout the duration of the program
- ❑ Partner has the capacity to monitor student growth towards treatment goals and report out to sites every 6-8 weeks.
- ❑ Provide professional development to teachers, admin and staff to develop and implement restorative Tier 2 practices in the classroom in response to Rally SEL assessment and mental health assessments. This should include regular and ongoing classroom observations and coaching to teachers to support growth in restorative Tier 2 classroom management practices as well as to ensure a comprehensive approach to student support through regular meetings.
- ❑ Partner uses culturally relevant and/or evidence based assessment to assess student's clinical and emotional needs and has capacity to triage student referrals to ensure highest need students have access to in - school therapy.
- ❑ Create, plan and hold Tier 1, 2, and 3 interventions to support students in generalizing skills in classroom setting and to address student needs based on individual student social-emotional and/or trauma screeners and/or school wide climate assessments.
- ❑ Implement culturally relevant therapeutic practices and provide linguistically and culturally diverse staff to attract and serve traditionally underserved students most impacted by trauma.

Program Deliverables

Describe how your program will support the identified schools in achieving the Annual Measurable Outcomes selected and describe how your program will meet the program criteria selected both in school and during school closure.

Enrichment and Youth Development Category
Please only complete this section if you selected the Enrichment and Youth Development category.

Enrichment and Youth Development Annual Measurable Outcomes

- ☒ Program will report at least 85% of student participation and have a clear way to track and report student participation throughout the duration of the program
- ☒ Eighty five percent of program participants (parents and students) and staff will report program satisfaction via mid and/or end of year program satisfaction survey in alignment with youth development core competencies issued by provider
  - Safe and supportive environment
    - Alignment with Restorative Practices and PBIS
    - Strong Climate and Socio-Emotional Learning Program Components
  - Active and engaged learning
  - Youth voice and leadership
  - Healthy choices and behaviors
  - Diversity, access, and equity Partner will issue skill development assessments three times: baseline survey, midyear survey, and end of year survey which will indicate 85% participants demonstrating growth in one or more skills and goal attainment

Enrichment and Youth Development Program Criteria

- ☒ ***MANDATORY*** Offer program grounded in positive youth development core competencies (see bullets above)
- ☒ Implement culturally relevant program and provide linguistically and culturally diverse staff to attract and serve traditionally underserved students

Program Deliverables

Describe how your program will support the identified schools in achieving the Annual Measurable Outcomes selected and describe how your program will meet the program criteria selected both in school and during school closure.

Our Bollywood dance program fosters active learning and high student engagement (85% or more) through the following strategies:

Movement-Based Learning: Bollywood dance is inherently active. Students learn through movement, experiencing rhythms, patterns, and storytelling through their bodies. This kinesthetic approach directly engages multiple senses and learning styles.

Interactive Instruction: We use a variety of interactive techniques to maintain student interest and participation:

Call and response: Students learn steps by echoing the instructor, promoting focus and immediate feedback.
Partner and group work: Choreography incorporates partner and group activities, encouraging collaboration and peer learning.
Games and challenges: Dance games and friendly competitions introduce elements of fun and motivation, reinforcing skills and concepts.
Culturally Rich Content: Bollywood dance is vibrant and expressive. We incorporate elements of Indian culture, music, and storytelling, providing context and meaning that resonates with students. This cultural immersion sparks curiosity and deeper engagement.

Differentiated Instruction: We recognize that each student learns at their own pace. Our instructors are skilled at providing modifications and challenges to ensure all students feel successful and engaged.

Performance Opportunities: Students will have opportunities to showcase their learning through informal performances or short presentations for other classes or school events. This provides a goal to work towards and boosts confidence and motivation.

Student Choice and Input: We encourage student voice and choice by:

Incorporating music suggestions within the Bollywood genre.
Offering options within choreographed sequences.
Dedicating time for freestyle dance and creative expression.
Positive and Encouraging Environment: Our instructors create a safe and supportive space where students feel comfortable taking risks, making mistakes, and expressing themselves. Positive reinforcement and celebration of progress are central to our teaching approach.

Community Schools Coordination
Please only complete this section if you selected the Community Schools Coordination category.

MANDATORY Community Schools Coordination Annual Measurable Outcomes

- 85% of students on CARE Team roster are students who are chronically truant, have 2 or more suspensions, are credit deficient and/or have 1 or more D or F, or demonstrate need on WCCUSD social emotional screener are triaged and prioritized for access to Tier 2 and Tier 3 interventions as evidenced by CARE Team dashboards.
- Needs and Asset assessment will include participation from at least 50% of families, and 85% of students and staff with a focus on super majorities who are disproportionately represented as chronically truant, suspended or not proficient.
- Chronic Absenteeism will decrease by 3%
- The suspension rate will decrease by 1-3%

MANDATORY Community Schools Coordination Program Criteria

- Partners must have the capacity to implement an annual Needs and Asset Assessment and Co-Create School Action Plan that is continuously monitored several times annually. Family, staff and student engagement efforts are integrated in several ways to the school plans with clearly articulated and managed roles for every stakeholder. The Community School Director works closely with the school's Parent Advisory Committees and School Community Outreach Workers to ensure that engagement is equitable and aligned to site priorities.
- Partner must have capacity to coordinate programs and services at the school site including hosting regular monthly or bi-monthly meetings of all partner agency service directors in the building (afterschool, medical, mental health, parent engagement, adult education, early childhood) and participate or ideally chair CARE Teams including providing monthly service provision reports and outcomes and ensuring equitable access to resources, and the School Safety Committee that addresses issues of security, discipline, and school climate.
- The Community School Director, in consultation with the principal and School Leadership Team, enlists the services of other providers in accordance with the school's School Plan for Student Achievement (SPSA) and the school community's Needs and Asset assessment. The Community School Director schedules and oversees the partners.
- The Community School Director, in consultation with site leadership, will plan and facilitate Climate Team meetings at least twice monthly.
- Lead agencies must demonstrate capacity to manage and monitor implementation of the items named above and ongoing support for Community School Directors to lead Support teams (CARE, Attendance, Climate, Needs and Asset Team) with fidelity.

Program Deliverables

Describe how your program will support the identified schools in achieving the Annual Measurable Outcomes selected and describe how your program will meet the program criteria selected both in school and during school closure.

16. **Indicate any additional program AMOs or criteria you think relevant. Be sure to describe how your Firm will monitor and evaluate the implementation and effectiveness of your program, attach any internal assessments or methods you will use to monitor and evaluate student growth, and indicate the frequency of assessment.**

17. **Describe your agency's infrastructure to support agency staff delivering the program as well as your agency's capacity to ensure program deliverables and objectives are met.**

We have a team of 50 instructors that are able to service our programs. If an instructor falls sick, we have plenty of instructors than can sub in.

18. **Describe how your agency will engage school administration and central office to support this program? What commitments do you need from the central office and sites to ensure the success of this program?**

Our organization is committed to seamless collaboration with central staffing to ensure the success of the Bollywood dance program. We will establish clear and consistent communication channels with central staffing. We will meet with central staffing before the program begins to understand their processes, preferences, and any specific requirements they have.

VALUE CATEGORY 4: Ability to Deliver Proposed Solution and Reference
FIRM MUST PROVIDE ALL INFORMATION REQUESTED FOR THIS CATEGORY. (200 POINTS)

End of Year Service Report and Program Analysis

19. **Describe outcomes achieved by your program in cities or districts similar to WCCUSD. Please attach supporting documents such as annual reports. (Required)**

A few districts we service:
Fresno Unified School District, Napa Valley Office of Education, Woodland Joint Unified School District, Washington Unified School District, Santee School District, Kingsburg Elementary Charter School District, Berkeley Unified School District, Oak Valley Union School District, Wright Elementary School District, Plumas Lake Elementary School District

20. **What progress is your program most proud of and how does the organization plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.**

While we take great pride in all aspects of our Bollywood dance program, our greatest source of satisfaction stems from educating students and fostering an appreciation for Indian culture. We believe that dance is a powerful medium for cultural understanding and exchange, and we are passionate about sharing the richness of Indian traditions with young learners.

21. **. What challenges have you faced? Identify any areas that the program has determined need improvement. What improvements/changes in strategies are needed for us to reach the intended outcomes?**

We have encountered challenges that have shaped our growth and strengthened our commitment to providing high-quality programming.Catering to students with varying learning styles, physical abilities, and cultural backgrounds requires ongoing adaptation and differentiated instruction. 1 We have learned to embrace flexibility, offering modifications and challenges within our curriculum to ensure inclusivity and engagement for all.

22. How did your program progress this year in comparison to the previous year end of year outcomes

Increased Student Reach: We expanded our program to reach a larger number of students this year. This was achieved through partnerships with new schools, offering programs at additional grade levels, and increasing class capacity where possible.

Enhanced Curriculum: We refined our curriculum based on student feedback and teacher observations. This included incorporating more interactive activities, diversifying music selections, and introducing new choreographic elements to maintain student interest and challenge.

23. Did the program yield the same results for all participants? Was the program more effective for some? If so, why?

While our Bollywood dance program offers valuable learning experiences for all participants, its effectiveness does vary based on individual student engagement and attendance. Just like any educational program, active participation and consistent presence play a key role in maximizing learning outcomes. We've observed a correlation between attendance, engagement, and program effectiveness.

VALUE CATEGORY 5: Program Cost and Marketing
FIRM MUST PROVIDE ALL INFORMATION REQUESTED FOR THIS CATEGORY. (200 POINTS)

24. Please indicate the cost of the program to WCCUSD

Service Description: Bollywood Dance Classes

Annual Pricing:

Total Annual Amount of Proposal: $20000

Additional Fees or Special Request Costs:

Signature: Sindhuja Karanam

Print Name: Sindhuja Karanam

Title: Founder

Company Name: Bollywood Dance Central LLC

Program Name: Bollywood Dance Classes

Date: 12/16/2024

25. Complete the Fee Service Budget Form describing the cost of the program, or the In-Kind Services Budget Form describing in-kind contributions and attach a copy. (Required)

ATTACHMENT 2

FIRM'S CLAIM INFORMATION

1. Has your company ever been in litigation or arbitration involving service for any public, private or charter K-12 schools during the prior five (5) years?

   No

   If yes, provide the name of the school district or school and briefly detail the dispute.

2. Has your company ever had a contract terminated for convenience or default in the prior five years?

   No

   If yes, provide details including the name of the other party:

3. Is/are your company, owners, and/or principal, partner or manager involved in or is your company aware of any pending litigation regarding professional misconduct, bad faith, discrimination, or sexual harassment?

   No

   If yes, provide details:

4. Is/are your company, owners, and/or principals or partners involved in or aware of any pending disciplinary action and/or investigation conducted by any local, state, or federal agency?

   No

   If yes, provide details:

ATTACHMENT 3
REFERENCES

To be included in Firm's Proposal. Firm must provide three (3) to five (5) references. If the Firm has previously provided services to the District, the Firm must include references related to those services.

Reference 1:

Customer Name: Napa County Office of Education

Contact Name: Melissa Moore

Title: Community Programs, Manager

Address: 2121 Imola Avenue Napa, CA 94559

Phone Number: 707.260.4286

Email: memoore@napacoe.org

Services Provided: ~~Bollywood Dance Classes~~
Arts/Crafts
Warriors Pre-Game performance

Reference 2:

Customer Name: Kingsburg Elementary Charter School District

Contact Name: Laura North

Title: Director of Expanded Learning

Address: 1310 Stroud Ave, Kingsburg, CA 93631

Phone Number: 559-897-8372

Email: Lnorth@kesd.org

Services Provided: ~~Bollywood Performances~~
Bollywood Dance Classes
Folklorico Performance

Reference 3:

Customer Name:	Desert Sands Unified School District
Contact Name:	Darcie Cotton
Title:	ELOP Liason
Address:	47950 Dune Palms Rd, La Quinta, CA 92253
Phone Number:	(760) 777-4200
Email:	darcie.cotton@desertsands.us
Services Provided:	Arts/Crafts Bollywood Performances Dance Classes

ATTACHMENT 4

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

I am aware of and hereby certify that neither Bollywood Dance Central LLC nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. I further agree that I will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the bidder/offer or/contractor or any lower participant is unable to certify to this statement, it shall attach an explanation to this solicitation proposal.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal of the above named bidder on the 13 day of December for the purposes of submission of this bid.

By Sindhuja Karanam

Name Sindhuja Karanam

Title Owner

As the awardee under this Bid, I hereby certify that the above certification remains valid as of the date of contract award, specifically, as of the 13 day of December for the purposes of award of this contract.

By Sindhuja Karanam

Name Sindhuja Karanam

Title Owner

ATTACHMENT 5

INSURANCE

Firms must submit with their Proposal evidence that the Firm can meet the following insurance requirements:

1. **Commercial General Liability and Automobile Liability Insurance**. Commercial General Liability Insurance, which shall include coverage related to sexual abuse or molestation, and any Automobile Liability Insurance that insure against all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising from Consultant's performance of any portion of the Services. (Form CG 0001 and CA 0001)
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, the Consultant shall be required to secure workers' compensation coverage for its employees. If 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 the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

Type of Coverage	*Minimum Requirement* **Unsupervised Individual Setting**	*Minimum Requirement* **Supervised Group Setting Teacher / Admin Present**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury and Medical Payments. Each Occurrence General Aggregate	 $ 2,000,000 $ 4,000,000	 $1,000,000 $2,000,000
Abuse and Molestation Each Occurrence General Aggregate	 $ 1,000,000 $ 3,000,000	 $1,000,000 $1,000,000
Automobile Liability Insurance - Any Auto Each Occurrence	 $ 1,000,000	 $ 1,000,000
Workers Compensation	Statutory Limits	Statutory Limits

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

ATTACHMENT 6

NON-COLLUSION DECLARATION

I, Sindhuja Karanam, declare that I am the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proponent has not directly or indirectly induced or solicited any other proponent to put in a false or sham proposal and has not directly or indirectly colluded, conspired, connived, or agreed with any proponent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the proponent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix any overhead, profit, or cost element of the proposal price, or of that of any other proponent, or to secure any advantage against the public body awarding the Contract of anyone interested in proposed Contract; that all statements contained in the proposal are true, and, further, that the proponent has not, directly or indirectly, submitted his or her proposal price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date 12/16/2024

Bollywood Dance Central LLC

Name of Vendor

Sindhuja Karanam

Printed Name of Authorized Company Representative

Sindhuja Karanam

Signature of Authorized Company Representative

ATTACHMENT 7

PIGGYBACK CLAUSE

The West Contra Costa Unified School (District) hereby declares its intent and authorization to make this contract awarded under this Invitation for Proposal "piggybackable" by other education agencies in the state pursuant to Public Contract Code Sections § 20118 and
§ 20652.

School Districts participating in this bid shall be responsible for obtaining approval from their Boards of Education or other approving body of authority when necessary, and shall hold the West Contra Costa Unified School District harmless from any disputes, disagreements or actions which may arise as a result of using this bid.

The District waives any right to receive payment from other California agencies making purchases off the awarded Contract, and those agencies will make payment directly to the Awarded Vendor.

Acceptance or rejection of this clause will not affect the outcome of this bid.

By signing below, Vendor agrees to allow other agencies (including public, private and charter school districts) to purchase equipment and services using the same terms and conditions.

Option [X] Granted YES

Option [ ] Granted NO

ATTACHMENT 8

Authorized Vendor Signature

Proposal Submitted by:

The undersigned declares under penalty of perjury under the laws of the State of California that the presentations made in this Proposal are true and correct and that undersigned is duly and legally authorized to certify the contents of this Proposal.

Date: 12/16/2024

Sindhuja Karanam	Owner
Name	Title

Bollywood Dance Central LLC

Name of Company

371 Noe Street	San Francisco	CA
Address	City	State

8323390058	NA	bollywooddancecentral@gmail.com
Phone	Fax	Email

Sindhuja Karanam
Signature

834119072
Federal Tax ID Number

SAMPLE CONTRACT DOCUMENTS ARE AVAILABLE TO VIEW AT THE BELOW LINK.
THESE DOCUMENTS CANNOT BE USED FOR SUBMISSION.

WCCUSD FORM SERVICE CONTRACT SAMPLE

DISTRICT USE ONLY

RFP/RFQ Evaluation Worksheet

Category	Score	Evaluator Score
Has vendor complied with all RFP/RFQ mandatory requirements?	**Y/N**	Yes
1.0 Company Profile	**100**	85
Company detail profile information and required attachments		Good
2.0 Program Accountability, Program Plans, and Results, Staffing, Experience, and Performance	**300**	285
Evaluate the number of staff assigned to the project, objectives, capacity to offer this program, limitations, and program deliverables		Good
3.0 Scope of Services	**200**	185
Evaluate how the company plans to approach the project and the steps to be taken to complete the project. Does the company demonstrate an understanding of the magnitude and importance of the project?		Good
4.0 Ability to deliver/References	**200**	185
Experience with the company reported by previous public and private clients. Provide a total score for all projects listed.		Good
5.0 Program Cost and Marketing	**200**	185
Company's process for assuring the project cost is within budget and completed on time. Has the company demonstrated experience in completing similar projects on time and within budget?		Good
Total vendor rating	**1000**	925.00

Items 1 - 9 / Required Information / Pass or Fail	Pass / Fail	Check if Included
1. Completed Attachment 2 (Value Categories 1-5)	Pass	
2. Completed Attachment 3 (Firm's Claim information)	Pass	
3. Completed Attachment 4 (References)	Pass	
4. Completed Attachment 5 (Proposal Price Form)	Pass	
5. Completed Attachment 6 (Certification)	Pass	
6. Insurance Information required by Attachment 7 (Insurance)	Pass	
8. Non-Collusion Declaration required by Attachment 8	Pass	
9. Piggyback Clause required by Attachment 9 (Piggback Clause)	Pass	
10. Completed Attachment 10 (Authorized Vendor Signature)	Pass	
Category Director Only		
Please designate if vendor is selected		Selected

A score of 700 or more meets district standards

Provide comments regarding this decision

I am unfamiliar with this provider so I reached out to one of the references. The feedback about the organization was positive.

Kasey Blackburn-Jiron

Evaluator Signature

12/20/2024

Date

Agency Name: Bollywood Dance Central LLC

Program Name: Bollywood Dance Classes

Position 1

Position 1 Title: Site Coordinator	**Number of Position 1 Staff:** 3
Rate: $110	**Pay Frequency:** Hourly Rate
Total Annual Staffing Cost for Position 1: $190,000	

Position 2

Position 2 Title: Program Assistant	**Number of Position 2 Staff:** 3
Rate: $80	**Pay Frequency:** Hourly Rate
Total Annual Staffing Cost for Position 2: $120,000	

Position 3

Position 3 Title:	**Number of Position 3 Staff:**
Rate:	**Pay Frequency:**
Total Annual Staffing Cost for Position 3:	

If you have more than 3 staff positions, please attach an additional form:

Please Describe the format of billing:: Per unit of time cost per service

If other, please describe: Our hourly costs also include us providing all the supplies for the classes

Cost per unit: $650

Total # of units per year: 35

Is there anything else you would like us to know?

Total WCCUSD cost per year: $20,000