

City of Aurora, IL

**YOUTH AFTER-SCHOOL & SUMMER PROGRAMMING  
PROVIDER  
25-163**

RELEASE DATE: June 2, 2025

DEADLINE FOR QUESTIONS: June 10, 2025

RESPONSE DEADLINE: June 20, 2025, 11:00 am

Please refer to the project timeline in this document for all important deadlines.

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/aurorail>

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## INSTRUCTIONS TO PROPOSERS

### 1. ACCEPTANCE OF PROPOSALS

a. Proposers intending to respond to this opportunity must create a FREE account with OpenGov by signing up at <https://procurement.opengov.com/signup>. This step is necessary to establish a communication link with the City. The Proposer, not the City, is responsible for obtaining any addenda to the original specification. Addenda and other relevant information will be posted on the City's E Procurement System. Addenda notifications will be emailed to all persons on record as following this Bid Proposal. Failure of any Proposer to receive any such addenda or interpretation shall not relieve such Proposer from any obligation under their bid proposal as submitted. All addenda so issued shall become part of the contract documents. **Paper submissions will not be accepted.**

b. Proposals may be received up to, but **no later than the designated date and time as specified via the City's E Procurement System, OpenGov**. The City's E Procurement System Clock is the official clock for the determination of all deadline dates and times. Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. The City of Aurora strongly recommends completing your responses well ahead of time. All Proposals shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in order to be considered responsive.

- **Pricing shall not be mentioned anywhere in the body of the proposal.**

c. The City reserves the right to reject any and all proposals or parts thereof and to waive any technicalities and irregularities in the proposals and to disregard all nonconforming or conditional proposals or counter-proposals and to hold the proposals for ninety (90) days from the opening date set forth above. Proposer agrees to accept a notice of award, if selected, based on the terms of this Proposal in the event that a notification of award is received on or before expiration of the 90-day time period. The City reserves the right to cancel the Proposal at any time, without liability for any loss, damage, cost or expense incurred or suffered by any Proposer as a result of that cancellation. Each Proposer is solely responsible for the risk and cost of preparing and submitting a Proposal.

d. Although price is a major consideration, product quality, references, service, delivery time and past experience, if applicable, will also be considered. No Proposal will be considered unless the Proposer shall furnish evidence satisfactory to the City that he has the necessary facilities, abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the contract and execute the Work should the contract be awarded to him. Proposal documents which are not responsive to the requirements herein may not be considered by the City for an award of the contract.

The contract will be awarded to the lowest responsible Proposer. In determining the responsibility of any Proposer, the City may take into account other factors in addition to financial responsibility, such as past records of its or other entities transactions with the Proposer, experience, ability to work cooperatively with the City and its staff, adequacy of equipment, ability to complete performance within necessary time limits, and other pertinent considerations such as, but not limited to, reliability, reputation, competency, skill, efficiency, facilities and resources.

The Proposal will be awarded in the City's best interests based on these and other legally-allowable considerations. The City and its representatives and agents may make any investigations deemed necessary to determine the ability of the Proposer to perform the Work. The Proposer shall furnish any information and data requested by the City for this purpose.

## 2. RECEIPT OF PROPOSALS

a. **Proposals must be submitted electronically**, up to, but no later than the designated date and time as specified via the City's E Procurement System, OpenGov. It is the sole responsibility of the Proposer to see that their Proposal is received in the proper time.

b. **Proposals must be submitted electronically via the City's E Procurement System. There will be no exceptions!**

## 3. WITHDRAWAL OF PROPOSALS

**Proposals may be withdrawn prior to the deadline for submitting bid proposals through the City's E Procurement System, the responding Proposer may "un-submit" their proposal in OpenGov.**

Proposers are cautioned to verify their bid proposal before submission. Negligence on the part of the Proposer in preparing the bid proposal confers no right for withdrawal or modification of the bid proposal after it has been opened. Proposers may not withdraw their Proposal after the opening without the approval of the Director of Purchasing. Requests to withdraw a Proposal must be in writing and properly signed. No Proposal will be opened or accepted, which is received after the time and date scheduled for the Proposals to be received.

## 4. QUESTIONS

Proposers shall submit all inquiries, including requests for alternates or substitutions regarding this bid, up to, but **no later than the designated date and time as specified via the City's E Procurement System, OpenGov**. All answers to inquiries will be posted on the City's E Procurement System. Proposers may also click "Follow" on this bid to receive an email notification when answers are posted.

**No questions will be accepted or answered verbally.**

**No questions will be accepted or answered after the cut-off date/time. It is the responsibility of the interested Proposer to ensure they have received addenda, if any issued.**

## 5. TIMELINE

Release Project Date:	June 2, 2025
Question Submission Deadline:	June 10, 2025, 8:00am
Response Submission Deadline:	June 20, 2025, 11:00am

## 6. INVESTIGATION

It shall be the responsibility of the Proposers to make any and all investigations necessary to become thoroughly informed of what is required and specified in the Proposal. No plea of ignorance by the Proposers of conditions that exist or may hereafter exist as a result of failure or omission on the part of the Proposer to make the

necessary examinations and investigations will be accepted as a basis for varying the requirements of the City of the compensation to the Proposer.

Each Proposer submitting a Proposal is responsible for examining the complete Proposal Package and all Addenda, and is also responsible for informing itself of all conditions that might in any way affect the cost or the performance of any Work. Failure to do so will be at the sole risk of the Proposer, and no relief will be given for errors or omissions by the Proposer. If awarded the contract, the Proposer will not be allowed any extra compensation by reason of any matter or thing concerning which such Proposer should have fully informed himself, because of his failure to have so informed himself prior to the Proposal. The submission of a Proposal shall be construed as conclusive evidence that the Proposer has made such examination as is required in this section and that the Proposer is conversant with local facilities and difficulties, the requirements of the Proposal Package documents, and of pertinent, local, state and federal laws and codes, prevailing local labor and material markets, and has made due allowance in its Proposal for all contingencies. Before any award is made of the contract to the Proposer, the Proposer may be required to, upon request of the City, furnish information concerning his performance record in his capacity to complete the Work in an efficient and timely manner.

## 7. PROPOSAL QUALIFICATION

The City reserves the right to require of the Proposer proof of his/her capability to perform as required by the specifications. However, prequalification of the Proposer shall not be required. The City may, at its option, disqualify a Proposer and reject his Proposal for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among Proposers.
- Receipt of more than one Proposal on any project from an individual, or from a corporation. This restriction does not apply to subcontractors.
- Default on any previous contract.
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
- Inability to perform as revealed by an investigation of the Proposer's financial statement, experience and/or plant and equipment.
- **Any Proposer who owes the City money may be disqualified at the City's discretion.**

## 8. ALTERNATE PROPOSALS

The specifications are prepared to describe the goods and/or service which the City deemed to be in the best interest to meet its performance requirements. Proposers desiring to submit a Proposal on items which deviate from the stated specifications, but which they believe to be equal, may do so by submitting all inquiries via the City's E Procurement System, OpenGov, but all specification deviations must be clearly stated. Proposers shall submit all inquiries, including requests for alternates or substitutions regarding this bid via the City's E Procurement System by the designated date and time. All answers to inquiries, including requests for alternates or substitutions, will be posted on the City's E Procurement System. Proposers may also click "Follow" on this

bid proposal to receive an email notification when answers are posted. It is the responsibility of the Proposer to check the website for answers to inquiries. The Purchasing Director reserves the right to rule upon specification deviation in a manner as best befits the needs of the City. The Purchasing Director will reject all deviations that amount to a material nonconformity with the specifications of the Proposal.

## **9. EVALUATION PROCESS**

### **Step #1: Initial Screening**

Minimum Qualifications and Responsiveness: City will review proposals for initial decisions on responsiveness and responsibility. Those proposals initially determined to be responsive and submitted by responsible proposers will proceed to Step 2.

### **Step #2: Proposal Evaluation**

The Project Evaluation Team, comprised of members of the cooperating City Departments, will evaluate proposals. Proposal responses will be evaluated on, but not limited to, organization, personnel and staffing, company qualifications and experience (including reference checks), project approach, price, and availability and capacity of the company to perform the work.

### **Step #3: Interviews**

The Project Evaluation Team reserves the right to interview top-ranked firms that are considered most competitive. The purpose of the interviews would be to allow for expansion upon the written responses. If interviews are conducted, rankings of firms shall be determined by combining results of interviews and proposal submittals.

### **Step #4: Selection**

The City will select the vendors that are evaluated to be most competitive. When evaluation of the responses produces ratings that are equivalent, the Project Evaluation Team will recommend award of the contract to the vendor(s) whose response is deemed to be in the best interests of the City. The highest ranked firm may be invited to enter into final negotiations with the City of Aurora for the purposes of contract awarding. If an agreement cannot be reached with the highest ranked firm, the City may start negotiations with the next highest ranked firm. Any contract resulting from this RFP will be subject to approval by the Aurora City Council.

## **10. PROPOSAL AWARD**

Except as otherwise may be stated in the Specifications, Proposal award shall be made to the lowest responsible Proposer meeting the requirements and/or intent of the specifications at the net delivered price(s) shown and best responding to the needs of the City, in the City's sole discretion. However, if the Proposer modifies limits, restricts or subjects his Proposal to conditions that would change the requirements of the specifications, this would be considered a conditional or qualified Proposal and will not be accepted. The City reserves the right to delete any item listed in the Proposal Package.

## **11. PRICES**

Unit prices shall not include any local, state or federal taxes. In case of mistake in extension of price, unit price shall govern.

## **12. INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS**

Proposers shall promptly notify the City of any ambiguity, inconsistency of error which they may discover upon examination of the Proposal documents. Interpretations, corrections and changes will be made by addendum. Each Proposer shall ascertain prior to submitting a Proposal that all addenda have been received and acknowledged in the Proposal.

## **13. SIGNATURES**

Each Proposal must be signed by the Proposer with his/her usual signature. Proposals by partnerships must be signed with the partnership name by all members of the partnership, or an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of the person authorized to bind it in the matter.

When a corporation submits a Proposal, its agent must present legal evidence that he has lawful authority to sign said Proposal and that the corporation has a legal existence. In the event that any corporation organized and doing business under the laws of any foreign state is the successful Proposer, such corporation must present evidence before any contract is executed that it is authorized to do business in the State of Illinois. Proposals by corporations must be executed in the corporate name by the President or a Vice President (or other corporate officer accompanied by evidence of authority to sign), and the signature must be attested by the Secretary or an Assistant Secretary, along with the corporate seal. The corporate address and state of incorporation must be shown below the signature. Proposals by partnerships must be executed in the partnership name and signed by a partner whose title must appear under the signature, and the official address of the partnership must be shown below the signature. Any corrections to entries made on the Proposal forms shall be initialed by the person signing the Proposal. When requested by the City, satisfactory evidence of the authority of any signature on behalf of the Proposer shall be furnished.

## **GENERAL REQUIREMENTS**

### **1. REQUIREMENTS OF PROPOSER**

The successful Proposer may be required to (a) enter into a fully signed contract in writing with the City of Aurora covering matters and things as are set forth in the Proposal Package; and (b) carry insurance acceptable to the City covering public liability, property damage and workers compensation.

### **2. BONDS AND INSURANCE**

The Proposer awarded the contract will be required to furnish a Performance Bond, a Payment Bond will be required should the vendor sublet any of the requested services, Public Liability Insurance, and Workers Compensation Insurance; all of which shall be acceptable to the City of Aurora.

### **3. CITY'S AGENT**

The Purchasing Director, or delegate, shall represent and act for the City in all matters pertaining to the Proposal and contract in conjunction thereto.

### **4. PAYMENTS**

Payment shall be made for services rendered. The City, after inspection and acceptance, and in consideration of the faithful performance by the Proposer, agrees to pay for the completion of the work embraced in this contract, payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, et. seq.)

Time, in connection with any discount offered, will be computed from the date of delivery to the City or from the date a correct invoice is received by the City of Aurora Purchasing Division, if the latter date is later than the date of delivery.

Prices will be considered NET, if no payment discount is shown.

**All invoices MUST contain a valid City of Aurora issued purchase order.**

The successful Proposer shall submit invoices via e-mail to:

[PurchasingDL@aurora.il.us](mailto:PurchasingDL@aurora.il.us)

or Mail to the following address:

**City of Aurora  
Attn: Purchasing Division  
44 E. Downer Place  
Aurora, IL 60507**

The City of Aurora offers electronic funds transfer (EFT) payment to our vendors. EFT is fast, simple, safe and secure and is *our preferred method of payment!*

### **5. TAXES**



The City of Aurora is exempt, by law, from paying State and City Retailer's Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax (per Illinois Revised Statutes, Chapter 120, Paragraph 44) upon City works and purchases. The City of Aurora's Sales Tax Exemption Number is E9996-0842-07.

## **6. COMPLIANCE WITH LAWS AND REGULATIONS**

The Proposer shall at all times observe and comply with all Federal, State, Municipal and other local laws, ordinances, regulations, and requirements which in any manner affect the conduct of the Work, and with all Federal, State and local laws and policies of non-discrimination, sexual harassment, and others applicable thereto; and all such orders or decrees as exist at the present and which may be enacted later, of bodies or tribunals having jurisdiction or authority over the Work, and no plea of misunderstanding or ignorance thereof will be considered. He shall indemnify and save harmless the City and all its officers, agents, employees and servants against any requirement, claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree, whether by himself or his employees.

## **7. DEFAULT**

Time is of the essence of this Proposal and if delivery of acceptable items or rendering of services is not completed by the time promised, the City reserves the right, without liability, in addition to its other rights and remedies, to terminate the Proposal by notice effective when received by Proposer, as to stated items not yet shipped or services not yet rendered. The City will procure articles or service from other sources and hold the Proposer responsible for any excess cost incurred as provided for in Article 2 of the Uniform Commercial Code.

## **8. CANCELLATION**

The City reserves the right to cancel the whole or any part of the contract if the Proposer fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The Proposer will not be liable to perform if situations arise by reason of strikes, acts of God or public enemy, acts of the City, fires or floods.

## **9. INSURANCE AND HOLD HARMLESS PROVISION**

At the Proposer's expense, the Proposer shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits to cover all locations of the Proposer's operations. The Proposer shall furnish Certificates of Insurance to the City before starting or within ten (10) days after the execution of the contract, whichever date is reached first. All insurance policies shall be written with insurance companies approved by the City of Aurora and licensed to do business in the State of Illinois and having a rating of not less than A IX, according to the latest edition of the A.M. Best Company; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the City. This provision shall also be stated on each Certificate of Insurance as: "Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 10 days written notice to the certificate holder named to the left".

If requested, the awardee of this Proposal will give the City a copy of the insurance policies. The policies must be delivered to the City within two weeks of the request.

The limits of liability for the insurance required shall provide coverage for not less than the following amount, or greater where required by law:

(1) Worker's Compensation Insurance - Statutory amount.

(2) General Liability Insurance:

- (a) \$1,000,000 per occurrence and \$2,000,000 general aggregate
- (b) \$500,000 per occurrence for Property Damage
- (c) \$1,000,000 per occurrence for Personal Injury

(3) Auto Liability Insurance:

- (a) Bodily injury with limits not less than \$1,000,000
- (b) Property damage with limits not less than \$500,000

(4) Umbrella excess liability of \$1,000,000 per occurrence, \$2,000,000 aggregate

The Proposer shall include the City as a primary, non-contributory additional named insured on both General and Auto Liability Insurance policies and indicate said status on any Certificates of Insurance provided to the City pursuant to this project. All insurance premiums shall be paid without cost to the City.

The Proposer agrees to indemnify and save harmless the City of Aurora, their agents and employees from and against all loss and expenses (including costs and attorneys' fees) by reason of liability imposed by law or claims made upon the City of Aurora for damages because of bodily injury, including death at any time resulting therefrom sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this project work, whether such claims or injuries to persons or damage to property be due to the negligence of the Proposer or his Subcontractors. The Proposer shall assume total risk and shall be responsible for any and all damages or losses caused by or in any way resulting from the work and provide all insurance necessary to protect and save harmless the City of Aurora and its employees.

## 10. SUBLETTING OR ASSIGNMENT OF WORK

If the Proposer sublets the whole or any part of the Work to be done under the contract, with or without the written consent of the City, he shall not, under any circumstances, be relieved of his liabilities and obligations. **A Payment Bond will be required if the Proposer sublets any of the requested services.** All transactions of the City shall be with the Proposer; subcontractors shall be recognized only in the capacity of employees or workmen and shall be subject to the same requirements as to character and competence. In case any party or parties, to whom any work under the contract shall have been sublet, shall disregard the directions of the City or his duly authorized representatives, or shall furnish any unsatisfactory Work or shall fail or refuse in any way to conform to any of the provisions or conditions of the contract, then in that case, upon the written order of the City, the Proposer shall require said party or parties in default to discontinue Work under the contract. Said Work shall be corrected or made good and shall be continued and completed by the said Proposer or by such other party or parties as are approved by the City, in the manner and subject to all of the requirements specified in the contract.

## 11. WORKERS COMPENSATION ACT

The Proposer further agrees to insure his employees and their beneficiaries and to the employees and the beneficiaries of any subcontractor employed from time to time by him on said Work, the necessary first-aid,

medical, surgical, and hospital services and any compensation provided for in the Workers Compensation Act of the State of Illinois that is or may be in force in the State.

Such insurance shall be placed by said Proposer in a company or association (to be approved by the City and to be accepted by the Council thereof) authorized under the laws of the State of Illinois to insure the liability above specified.

Said Proposer hereby further agrees to indemnify, keep and save harmless said City from all action, proceedings, claims, judgments, awards, and costs, loss, damages, expenses, and attorney's fees which may in any way come against said City by reason of any accidental injuries or death suffered by any of his employees or the employees of any subcontractor employed by him in and about the performance of the Work provided for in the Proposal, and any and all liability resulting thereupon; and said Proposer, in case of any suit, action, or proceeding on account of any or all of the foregoing shall defend the same for and on behalf of said City and indemnify the City therefore, and pay the amount of any and all awards and final judgments and orders rendered and entered therein, together with all loss, costs, damages, attorney's fees, and expenses incurred therein. Said Proposer shall be the sole employer of its employees and workers, and in no way so shall the City be considered a joint employer of same under any circumstance.

## **12. MINORITY PARTICIPATION**

The City of Aurora encourages minority business firms to submit Proposers and encourages the successful Proposer to utilize minority businesses as sub-contractors for supplies, equipment, services and construction.

## **13. PROSECUTION OF WORK**

The Proposer shall begin the Work to be performed under the Proposal as specified in the specifications after the execution and acceptance of the Proposal, unless otherwise provided. The Work shall be conducted in such a manner and with sufficient materials, equipment and labor as is considered necessary to ensure its completion within the time specified in the Proposal.

## **14. TIME**

Proposer shall schedule its Work to meet the requirement of the City. Proposer shall perform the Work expeditiously in cooperation with the City's agent, employees, contractors and subcontractors. Proposer shall make no claim against the City and no claim shall be allowed for any damages which may arise out of any delay caused by City, its agents, employees, contractor or subcontractors. Proposer's sole remedy for delay shall be an extension in the contract time.

## **15. ILLINOIS NON-APPROPRIATION CLAUSE**

A forfeit clause is provided pursuant to the Illinois Non-Appropriation Clause of funds for government entities that if funds or budgets are not approved, service may be cancelled. No early cancellation penalties will be assessed, but the customer must be given 30-day notice of intent to cancel.

## **16. TERMINATION FOR CLAUSE**

This Proposal may be terminated by the City at any time upon thirty (30) days written notice, or by either party in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. This Proposal is also subject to termination by either party if either party is

restrained by state or federal law of a court of competent jurisdiction from performing the provisions of this Agreement.

Upon such termination, the liabilities of the parties to this RFP shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination. Mailing of such notice, as and when above provided, shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

If this RFP is terminated due to the City's substantial failure to perform, the Proposer shall be paid for labor and expenses incurred to date, subject to offset of any damages, losses or claims against the City resulting from or relating to Proposer's performance or failure to perform under this agreement.

In the event of termination by the City upon notice and without cause, upon completion of any phase of the Basic Services, fees due the Proposer for services rendered through such phase shall constitute total payment for services. In the event of such termination by the City during any phase of the Basic Services, the Proposer will be paid for services rendered during the phase on the basis of the proportion of work completed on the phase as of the date of termination to the total work required for that phase.

## **SCOPE OF WORK**

### **1. PROJECT INTRODUCTION AND PURPOSE**

Proposers are required to read and understand all information contained within the entire proposal package. By responding to this RFP, the proposer agrees to have read and understand these documents.

The purpose of this RFP is to seek proposals for a Third-Party Administrator (TPA) organization to administer a wide range of youth programs to be offered to City of Aurora residents/students during the 2025-2026 school year. The contract shall be a three (3) year term with two (2) optional one (1) year extensions.

The successful proposer must be able to demonstrate a proven record of success, the ability to leverage resources, the ability to collaborate, and the ability to hire staff based on the activities planned throughout the year.

The after-school programs and summer camps during the 2025-2026 school year will be hosted at various Aurora schools and districts: East Aurora School District 131, West Aurora School District 129, with options to expand to Indian Prairie 204, and Oswego SD 308. We intend to offer an equal number of after-school programs for each school district and if possible expand this program to more districts.

The RFP requests after-school programming and 3 types of summer camp programs to be developed. The summer camps include a "traditional" summer camp (8 weeks in the months of June-July 2026) at 4 locations (1 each for EA 131, WA 129, IP 204, and Oswego 308), a theatre camp, available city-wide, for 4 weeks in June 2026, and the Downtown Aurora Summer Camp taking place July 2026 for 4 weeks at 4 locations in Downtown Aurora. Please see Requested School Programs below for more detailed information.

### **2. MINIMUM QUALIFICATIONS**

The following are minimum requirements that the Proposer must meet in order to be eligible to submit a proposal. Responses must clearly show compliance with these minimum qualifications. The City will reject without further consideration those applications that are not clearly responsive to these minimum qualifications. Each specification included in this package describes the services which the City feels is necessary to meet the performance requirements of the City, and shall be considered the minimum standards expected of the Contractor. The specifications are not intended to exclude potential Contractors.

### **3. Requested School Programs**

Programs will be limited to youth residing in Aurora. In cases where youth served do not reside in Aurora, the organization must demonstrate the use of non-city funds. If program fees are used, they will be based on ability to pay.

**AFTER-SCHOOL PROGRAM:** Including but not limited to, homework assistance, guest speakers, STEM, art, recreation, and more. This is an after-school program funded through our Quality of Life program where students in various school districts are provided with after-school programming. Programs will be designed for Aurora youth in first (1st) to eighth (8th) grade

In 2024, this program featured several schools in West Aurora SD129 & East Aurora SD131. We are hoping for the 2025-26 school year to have an equal number of programs at East Aurora 131 and West Aurora 129 with the option to expand into Indian Prairie 204 and Oswego 308 schools. This program is referred to as "My Time,"

however the name can be changed for the 2025-26 school year. This program is to be offered after-school, Mondays through Fridays when schools are in-session. (District 131 & 129 calendars attached).

**SUMMER CAMPS:** For 4 weeks in June youth participate in supervised, educational and recreational activities. Organized activities such as arts & crafts, computers, and field trips coupled with enrichment programs provide a variety of experiences. Certified teachers help students maintain the level of academic skills acquired during the school year throughout the summer with enrichment activities. Students served are from completion of 1st grade through completion of 5th grade.

4 camp sites are used to stage the camps: O'Donnell Elementary (EA 131), Hill Elementary (WA 129), Fischer Middle School (Indian Prairie 204), and Wheatland's Elementary (Oswego 308). There were 350 participants in 2024. Summer camp will be offered Mondays-Thursdays, 8:30am-2:00pm, due to schools not being open on Fridays during the summer months. The summer camps shall be expanded to full day programs (example 8:00 am-3:00 pm) and for 8 weeks in 2026 (Tentative dates: June 8, 2026-July 30, 2026).

**THEATRE CAMP:** For 4 weeks during the month of June youth participants in third (3rd) to eighth (8th) grade learn dramatic acting lessons, techniques, and concepts while rehearsing a play and/or musical that will be performed before audiences during the final week at the end of the camp.

There were 40 participants in 2024. The theatre camp program will be an 8 week full-day camp in 2026 (example 8:00 am - 3:00 pm) dependent on the type of production. For example, a "review" show of various songs and scenes can be done in a 4-week camp, where as a full Jr. musical production can be done in a 8-week camp. (Tentative dates: June 8-July 2, 2026 or June 8-July 30, 2026)

**DOWNTOWN AURORA SUMMER CAMP:** In partnership with local organizations students in second (2nd) to fifth (5th) grade are placed at 4 locations in our Downtown Aurora: APS Training Academy for a camp on STEM, Aurora Regional Fire Museum for a camp on fire safety, Grand Army of the Republic Museum for a camp on military and history, and Waubensee Community College for an art camp. Each week students rotate with their grade to a new location. Once the program is completed students would have visited all 4 camps.

In the 2024 Downtown Aurora Summer Camp, there were 86 participants with a program capacity of 100 students; 25 students max for each grade level and location. The Downtown Aurora Summer Camp is to be 4-weeks in July. The program shall be expanded to full day hours, 8:00 am - 3:00 pm, 5-days a week, Monday to Friday. Once the theatre camp program is completed, the Downtown Aurora Summer Camp will begin. (Tentative dates: July 6-July 30, 2026);

#### 4. PROPOSAL CRITERIA

The proposers' duties shall include the hiring and supervision of staff, the planning and coordination of programs, the promotion and recruitment of participants, and the monitoring and evaluation of programs.

Proposer must provide the following in their submission:

##### Mandatory Program Requirements

- Program Description (Include dates, times and location for all 4 programs)
  - Programs, target dates, location, and hours
- Provide the needs and objectives that will be met as a result of the program.

- Demonstrate the use of non-city funds in cases where youth served does not reside in the City of Aurora. Programs will be limited to youth residing in Aurora. In cases where youth served do not reside in Aurora, the organization must demonstrate the use of non-city funds.
- Provide application and/or registration that will be used in online format that includes the following (not limited to): medical and/or educational accommodations for youth participants, behavior policies, field trip/transportation information, waivers, emergency contact info, etc.
- If program fees are used, they will be based on ability to pay.
- Provide how you will track Program Measurement
  - What are the goals of this program?
  - What are the intended qualitative and quantitative outcomes and how will they be measured?

### **Managerial and Staff Capability – Mandatory for Eligibility**

- Information on staff training and preparations to accommodate all youth including medical and emergency procedures. Must provide after-school and summer programming to all youth regardless of medical, educational, physical, and other disabilities.
- Provide plan to re-hire previous staff, teachers and school personnel as camp coordinators or instructors when feasible.
  - Must advertise through the school districts to allow teachers and school personnel to work in the program
  - Local youth must be employed. Youth employment is an essential component of the summer programs.
- Program Staff and qualifications.
- Staff to client ratios.
- Eligibility requirements of the program.
- Describe similarities and differences of programs administered by your organization and the proposed programs for this RFP.
- Policies and procedures in ensuring child and staff safety.
- Application process, in particular, your approach to students with various educational and medical needs. What types of training do staff receive in order to meet these accommodations. Are your applications online?

## **Collaboration**

- List names of collaboration partners. Describe what role partners will play or resources they will provide for this program.
- Describe free lunch and snack program. Mandatory for full-day summer programs, but optional for after-school programs. This can be arranged through the partnering school districts and/or local food banks (such as the Northern Illinois Food Bank). Staff must be trained in proper food handling, intake forms, addressing allergy/intolerance issues as needed, providing information to families including a menu, options to bring in their own meals, etc.
- Submit plan to bring in community partners to provide enrichment programming. For example, what types of programs and outside vendors will be brought in to enhance your proposed programming?
- Show that they have developed or will develop working relationships with each school district named above. Proposer will be responsible for building reservation forms, certificates of insurance, etc.

## **Capability and Capacity**

- Proposer must have a wide variety of programming. Preference for agencies that provide or have provided and oversee multiple after-school programs and camps at once.
- Proposer must submit:
  - A sample schedule of programming
  - Board Roster
  - Board meeting minutes from last 2 meetings
  - Most recent audit
  - References
  - Letter of support
  - Board authorization

## **Overall Policies and Procedures**

- Provide detailed policies and procedures that address the following (not limited to): child protection protocols, medical, safety, emergency procedures, staff to student ratio, bathroom policy, background check/finger printing of staff and volunteers, hiring and orientation training, mandated reporter training, reporting critical incidents, confidentiality, facility requirements, and anything else related to youth programming. More information can be found in Attachment A: Overall Policies and Procedures.



- Submit procedures to ensure the safety of the youth served (i.e. background checks, identification, sign in/sign out procedures, etc.).
- Submit procedures to respond to emergencies or accidents, including critical incident reports.

## 5. Cost Criteria

**Financial Overview** - To be uploaded separately from main proposal. Explanation of the pricing to be submitted separately in Vendor Submissions. Pricing tables will be submitted via OpenGov for an overall view of cost for the 2025-2026 school year.

- What is the cost to run the program you are proposing?
- What is the total amount of dollars you might request from the City? Describe how the funds will be used.
- Describe what resources your organization will be able to leverage. What non-city resources will be provided for this program (Financial or In-kind)?
- Will there be a program fee? Please describe.
  - If program fees are used, they should be based on ability to pay.
- Will there be a provision for scholarships for low-income participants? How will this be determined?
- Attach a budget summarizing the sources of revenue for the program (Cash and In-kind) and the summary of major expenditure categories such as wages, benefits, fees, supplies, and transportation.
- Provide estimated and projected costs and fees for additional school years. 2026-2027 school year, 2027-2028 school year, 2028-2029 school year.

***Any pricing discrepancies between electronic pricing tables and the required uploaded pricing proposal forms, the pricing provided in the pricing tables shall govern***

## SUBMITTAL CONTENT

### 1. TECHNICAL PROPOSAL

Submitted proposals shall be organized in the following order which allows for clarity and ease of review of the proposals. Where indicated, City forms must be completed and submitted.

The following items shall be included in your proposal:

**1. Cover Transmittal Letter** (1 page max.) – *On company letterhead, provide a narrative which introduces the firm and team highlighting the special strengths of the firm to perform the work requested in this RFP. The letter should be signed by an authorized principal of the proposing consulting firm.*

**2. Mandatory Program Requirements** (10 pages max, 20 points max.) – *The administration of youth programs shall include the hiring and supervision of staff; the planning and coordination of programs; the promotion and recruitment of participants; and the monitoring and evaluation of programs.*

**3. Managerial and Staff Capability** (8 pages max., 20 points max.) – Provide a brief description of all key personnel to be involved and their relationship to the services to be provided.

- Include names, titles, licenses, certificates, fields of expertise, and relevant state and local area experience for all proposed personnel and staff.
- Identify the Project Manager for the proposed services.
- Include names, titles, licenses, certificates, fields of expertise, and relevant state and local area experience for all proposed personnel and staff.
- Identify the Project Manager for the proposed services.
- Provide a narrative describing the firm's qualifications to perform the project work. Provide information on past relevant experience, including:
  1. Customer Name
  2. Completion Date
  3. Project Name
  4. Reference Contact
  5. Award Amount
  6. Project Description
  7. Award Date

**4. Collaboration** - (5 Pages Max, 20 points max) Describe how this program fosters collaboration. List names of collaboration partners and describe what role they will play or resources they will provide for this program.

**5. Capability and Capacity ( 20 points max.)** Capability and experience to provide multiple subjects and topics. Preference for agencies that provide or have provided and oversee multiple after-school programs and camps at once. Please attach the following in your proposal:

- A sample schedule of programming
- Board Roster
- Board meeting minutes from last 2 meetings
- Most recent audit
- References and letter of support
- Board authorization.

**6. Overall Policies and Procedures (25 pages max, 20 points max.)** Procedures to ensure the safety of the youth served (i.e. background checks, identification, sign in/sign out procedures, etc.). Procedures to respond to emergencies or accidents, including critical incident reports.

## **2. Cost Criteria**

To be uploaded separately from main proposal. Expanded explanation of the pricing to be submitted in pricing table. Any pricing discrepancies between electronic bid tables and the required uploaded pricing proposal forms, the pricing provided in the bid tables shall govern.

**PRICING TABLE**

*Any pricing discrepancies between electronic bid tables below and the required uploaded pricing proposal forms, the pricing provided in the bid tables below shall govern*

**AFTER SCHOOL PROGRAM COST**

(Ex: August 2025-May 2026, excluding school holidays & breaks.) \*We will determine the total number of after-school programs based on cost per site

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	After-school program	1	ea.		
<b>TOTAL</b>					

**SUMMER CAMPS**

June-July 2026. (1 camp site each at EA 131, WA 129, Indian Prairie 204, & Oswego 308)

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Camp site at EA 131	1	EA		
2	Camp site at WA 129	1	EA		
3	Camp site at Indian Prairie 204	1	EA		
4	Camp site at Oswego 308	1	EA		
<b>TOTAL</b>					

**THEATRE CAMP**

4 weeks during the month of June

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Theatre Camp	1	ea		
<b>TOTAL</b>					

**DOWNTOWN AURORA SUMMER CAMP**

## 4-week camp in July

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Downtown Aurora Summer Camp	1	ea		
<b>TOTAL</b>					

## EVALUATION CRITERIA

### 1. Phase 1

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<b>Mandatory Requirements/Eligibility</b>  Does the vendor meet all mandatory requirements to provide youth programming under the scope of work?  Entity has a wide variety of programming and does not specialize in a particular type of programming.	N/A	N/A
2.	<b>Capability and Capacity</b>  Does the vendor understand all objectives, requirements, and able to meet timelines?	N/A	N/A
3.	<b>Managerial and Staff Capability</b>  Past performance, expertise, key personnel, and references.	N/A	N/A
4.	<b>Collaboration</b>  Description of programs, relationship to school districts, program costs per youth, resources leveraged.	N/A	N/A
5.	<b>Overall Policies and Procedures</b>  Are policies and procedures that ensure safety of all youth and staff involved addressed? This includes, but not limited to, child protection protocols, medical, safety, emergency procedures, staff to student ratio, bathroom policy, background check/finger printing of staff and volunteers, hiring and orientation training, mandated reporter training, reporting critical incidents, confidentiality, facility requirements, and anything else related to youth programming.	N/A	N/A

### 2. Phase 2

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<b>Cost Criteria</b>  Total cost of the implementation of the project and the total cost for the camps provided.	N/A	N/A

## VENDOR SUBMISSIONS

### 1. Technical Proposal\*

See Submittal Content Section for more information:

1. *Cover Transmittal Letter*
2. *Mandatory Program Requirements*
3. *Managerial and Staff Capability*
4. *Collaboration*
5. *Capability and Capacity*
6. *Overall Policies and Procedures*

**Pricing shall not be mentioned anywhere in the body of the Technical Proposal.**

\*Response required

### 2. Pricing Proposal\*

Expanded explanation of the pricing to be submitted in pricing table.

***Any pricing discrepancies between electronic pricing tables and the required uploaded pricing proposal forms, the pricing provided in the pricing tables shall govern.***

\*Response required

### 3. Contact Information\*

Please download the below documents, complete, and upload.

- [CITY OF AURORA - Contact In...](#)

\*Response required

### 4. References\*

Sufficient references of all like public and/or private agencies must be presented below. Listing must include company name, contact person, telephone number and date purchased. All Proposers, as a condition of and prior to entry into a contract, agree that a complete background investigation of the principals of the Proposer and all employees who will work on the project may be made. Proposers agree to cooperate with the appropriate City of Aurora personnel to supply all information necessary to complete these investigations. The City of Aurora in its complete discretion may disqualify any Proposer, including low Proposer, and may void any contract previously entered into based on its background investigation.

\*Response required

### 5. Sub-Contractor List

Please provide the following information for each subcontractor:

Company:

Address:

City, State, Zip:

Phone Number:

Contact Person:

## **6. Eligibility\***

By signing this Proposal, the Proposer hereby certifies that they are not barred from bidding on this Proposal as a result of a violation of Article 33E, Public Bids of the Illinois Criminal Code of 1961, as amended (Illinois Compiled Statutes, 720 ILCS 5/33E-1).

☐ Please confirm

\*Response required

## **7. Proposer's Certification\***

I/We hereby certify that:

A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.

B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.

C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).

D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.

E. The Proposer is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.

F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

☐ Please confirm

\*Response required

## **8. Proposer's Tax Certification\***

The Proposer's Executing Officer, being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the Proposer, that this respondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from contracting with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the



appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

☐ Please confirm

\*Response required

## **9. Additional Information**

undefined #25-163

Title: Youth After-School & Summer Programming Provider

## 2025-26 After-School Programs & Summer Camps RFP

### Attachment B: Program Requirements & Responsibilities

**\*For Reference Only**

<b>AFTER-SCHOOL PROGRAMS/ALL SUMMER CAMPS</b>
Develop, promote, and receive job applications
Contact school districts for building use approval
Refer previous and new job applicants to third party administrator
Fill out district building use applications
Arrange lunch/snack programs. Optional for after-school program, mandatory for summer camps.
Arrange for hired staff to receive free lunch program training
Inform coordinators on buses, lunches, important dates, etc.
Market camps/programs to schools and general public
Provide electronic applications, maintain all applications
Set up interview process, conduct interviews, and select staff
Conduct background checks on all staff & volunteers (constant contact w/youth)
Create IDs for staff.
Get t-shirt sizes, purchase, and issue to staff & students (optional, but mandatory for field trips)
Develop timesheets and staff sign in/out forms
Develop staff, visitor, participant sign in/out forms
Develop parent approval forms for field trips
Develop parent approval forms for who can pick kids up by car and/or in-person
Require lesson/activity plans for daily activities
Hold an orientation for staff
Provide preparation time for coordinator/staff before program begins

Service Provided By:
Ensure all program supplies, t-shirts, ID's ordered
Provide insurance letter when required
Plan, arrange, and schedule field trips
Plan and use daily educational components for core subjects, including tutoring
Plan and use daily computer lab, if available
Plan and use daily gym, recreational games and activities (i.e. arts & crafts, group/team games, etc.)
Secure a facility for camp use
Develop schedule
Secure and provide costumes and props
Select play, rights, and assign parts to participants
Secure auditorium site for public performance
Transport props, costumes, and materials before and after the play
Admit school camps for free to one daytime performance of play
Promote performance dates/times for public
Provide insurance letter if required
Any other requirements as needed to ensure the safety and success of these programs

<b>HIRING PROCEDURES</b>	
Ensure applicants go through background checks, which includes fingerprints for staff/volunteers	•
Ensure applicants fill out appropriate applications and forms	•
Ensure applicants have no extenuating blocks from performing job	•
Ensure applicants demonstrate experience caring for children/teenagers	•
Ask applicants if they can get to job daily/on time	•
Require employees to uphold high professional conduct on the job	•
Advertise with school districts on building personnel applying	•
Develop and require employees attend program orientation	•
<b>SAFETY PROCEDURES</b>	•
Take pictures, develop and issue ID's to wear daily	
Require staff to wear program t-shirts daily	•
Ensure program application has waiver statement	•
Gather medical & educational information, and implement proper procedures for accommodations	•
Require staff to sign in/out when arriving/leaving	•
Require visitors to sign in/out and show a picture ID	•
Develop form for parents to indicate who can pick up child from program	•
Require parents submit multiple contact info/ emergency contacts	•
Develop and use procedures to control access to buildings and grounds	•
Require supervisory staff to develop/use plans and for vigilance on all occasions	•
All TPA volunteers and collaborating partners and/or sub-contractors need to go through background checks	•
Any other requirements as needed to ensure the safety and success of these programs	

# Community Unit School District 308

2025-2026

ROE / ISBE Approved: 01.31.25

Board Approved: 01.27.25

## August-2025

Mon	Tue	Wed	Thu	Fri	Total
				1	
4	5	6	7	8	
TI	TW	TI	(14	15	2
18	19	20	21	22	5
25	26	27	28	29	5
Total					12

Accumulated Days 12

## September-2025

Mon	Tue	Wed	Thu	Fri	Total
HOL	2	3	4	5	4
8	9	10	11	12	5
15	16	17	18	19	5
22	23	24	25	26	5
29	30				2
Total					21

Accumulated Days 33

## October-2025

Mon	Tue	Wed	Thu	Fri	Total
		1	2	3	3
6	7	8	9	SIP	5
HOL	14	15	16	17	4
20	21	22	23	24	5
27	28	29	30	31	5
Total					22

Accumulated Days 55

## November-2025

Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	SIP	5
10	11	12	13	14	5
17	18	19	20	21	5
NA	NA	DC	HOL	DC	0
Total					15

Accumulated Days 70

## December-2025

Mon	Tue	Wed	Thu	Fri	Total
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	ED]]	5
NA	NA	DC	DC	NA	
NA	NA	DC			
Total					15

Accumulated Days 85

## January-2026

Mon	Tue	Wed	Thu	Fri	Total
			DC	NA	
TI	6	7	8	9	4
12	13	14	15	16	5
HOL	20	21	22	23	4
26	27	28	29	30	5
Total					18

Accumulated Days 103

## February-2026

Mon	Tue	Wed	Thu	Fri	Total
2	3	4	5	6	5
9	10	11	12	13	5
HOL	17	18	19	20]	4
23	24	25	26	TI	4
Total					18

Accumulated Days 121

## March-2026

Mon	Tue	Wed	Thu	Fri	Total
2	3	4	5	6	5
9	10	11	12	13	5
16	NA	18	19	20	4
23	24	25	26	27	5
NA	NA				0
Total					19

Accumulated Days 140

## April-2026

Mon	Tue	Wed	Thu	Fri	Total
		NA	NA	DC	0
DC	7	8	9	10	4
13	14	15	16	SIP	5
20	21	22	23	24	5
27	28	29	30		4
Total					18

Accumulated Days 158

## May-2026

Mon	Tue	Wed	Thu	Fri	Total
				1	1
4	5	6	7	8	5
11	12	13	14	15	5
18	19	20	21	ED]]]	5
HOL	ED	ED	ED	ED	0
Total					16

Accumulated Days 174

## June-2026

Mon	Tue	Wed	Thu	Fri	Total
ED	2	3	4	DC	
8	9	10	11	DC	
15	16	17	18	HOL	
22	23	24	25	DC	
29	30				
Total					0

Accumulated Student Days  
(excluding emergency days)

## July-2026

Mon	Tue	Wed	Thu	Fri	Total
		1	DC	DC	
6	7	8	9	DC	
13	14	15	16	DC	
20	21	22	23	DC	
27	28	29	30	DC	
Total					0

HOLIDAYS	
Labor Day	September 1
Indigenous Peoples' Day	October 13
Columbus Day	October 13
Thanksgiving Day	November 27
Christmas Day	December 25
New Year's Day	January 1
Martin L. King Day	January 19
Presidents' Day	February 16
Memorial Day	May 25
Juneteenth	June 19

Please see website **School Start and End Times**

LEGEND	
First Day of Student Attendance	(
Holiday - No School / District Closed	HOL
No School / Teacher Workday	TW
No Student Attendance	NA
No School / District CLOSED	DC
Teacher Institute (No School) District Open	TI
Early Dismissal 5-hr student attendance	ED(5-hours)
K-8 No School - P/T Conferences	HS ED(5-hours)
School Improvement Day - No Student Att.	SIP
Early Dismissal 3.5-hr student attendance	ED
Last Day of Student Attendance	)
Emergency Days (ED) = 5	
End of Trimester	I
End of Semester	II
First Semester - 85 Days	
Second Semester - 89 Days	

1st Trimester - 60 Days  
2nd Trimester - 57 Days  
3rd Trimester - 57 Days

### Note regarding Emergency Days:

The official school year ends at the conclusion of the last emergency day on the calendar. No planned absences should be scheduled until after the last emergency day.

March 17, 2026 - Election Day  
May 16, 2026 - Graduation Day

August 11, 2025	Teacher Institute (No School) District Open
August 12, 2025	Teacher Workday / No School
August 13, 2025	Teacher Institute (No School) District Open
August 14, 2025	First Day of Student Attendance (Full Day)
September 1, 2025	Labor Day - Holiday - No School / District Closed
October 10, 2025	School Improvement Day - No Student Attendance
October 13, 2025	Indigenous Peoples' Day/Columbus Day - No School/District Closed
October 23, 2025	5-Hour Student Attendance - P/T Conferences
October 24, 2025	P/T Conferences K-8 No School / Early Dismissal 5-Hours HS Students
November 7, 2025	School Improvement Day - No Student Attendance End of 1st Trimester (K-5)
November 24, 2025	No Student Attendance
November 25, 2025	No Student Attendance
November 26, 2025	Non-Attendance Day - No School / District Closed
November 27, 2025	Thanksgiving - Holiday - No School / District Closed
November 28, 2025	Non-Attendance Day - No School / District Closed
December 19, 2025	3.5 Hour Student Attendance - End of First Semester
December 22, 2025 - January 2, 2026	Winter Break - No School
January 5, 2026	Teacher Institute (No School) District Open
January 6, 2026	Students Return from Winter Break
January 19, 2026	Martin L. King Day - Holiday - No School /District Closed
February 16, 2026	President's Day - Holiday - No School /District Closed
February 20, 2026	End of Second Trimester K-5
February 27, 2026	County Wide Teacher Institute Day (NoSchool) District Open
March 17, 2026	Election Day - No School - District Open
March 18, 2026	Full-Day Student Attendance - P/T Conferences (Flex Hours)
March 19, 2026	Full-Day Student Attendance - P/T Conferences (Flex Hours)
March 30, 2025 - April 6, 2025	Spring Break - No School
April 7, 2025	Students Return from Spring Break
April 17, 2026	School Improvement Day - No Student Attendance
May 22, 2026	Last Day of Student Attendance - 3.5 Hour Day - End of 3rd Trimester (K-5) and 2nd Semester (6-12)
May 25, 2026	Memorial Day
May 26 - June 1, 2026	Emergency Days



# INDIAN PRAIRIE

## SCHOOL DISTRICT 204

### Indian Prairie Community Unit School District 204 School Calendar 2025-2026

Aug-25				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Oct-25				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16 <sup>PT</sup>	17
20	21	22	23	24
27	28	29	30	31
Dec-25				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
Feb-26				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
Apr-26				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
Jun-26				
M	T	W	T	F
1 <sup>E</sup>	2 <sup>E</sup>	3 <sup>E</sup>	4 <sup>E</sup>	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Sep-25				
M	T	W	T	F
1 <sup>X</sup>	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
Nov-25				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27 <sup>X</sup>	28
Jan-26				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
Mar-26				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16 <sup>PT</sup>	17 <sup>EL</sup>	18	19	20
23	24	25	26	27
30	31			
May-26				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 <sup>X</sup>	26	27	28	29 <sup>E</sup>

Date(s)	Description
08/14/25 - 08/15/25	Institute Days
08/18/25	Teacher Work Day
<b>08/19/25</b>	<b>School Begins</b>
09/01/25	<b>NO SCHOOL</b> Labor Day
10/13/25	<b>NO SCHOOL</b> Columbus Day/Indigenous Peoples' Day
10/16/25	Parent/Teacher Conferences (4:30 PM - 8:00 PM)
<b>10/17/25</b>	<b>End of Quarter</b>
10/20/25	<b>NO SCHOOL</b> Parent/Teacher Conferences (8:00 AM - 3:00 PM & 4:30 PM - 8:00 PM)
10/21/25	<b>NO SCHOOL</b> Institute Day
11/24/25 - 11/28/25	<b>NO SCHOOL</b> Thanksgiving Break
12/22/25 - 01/02/26	<b>NO SCHOOL</b> Winter Break
<b>01/05/26</b>	<b>School Resumes</b>
<b>01/09/26</b>	<b>End of Semester</b>
01/12/26	<b>NO SCHOOL</b> SIP/Teacher Work Day
01/19/26	<b>NO SCHOOL</b> Martin Luther King, Jr. Day
02/16/26	<b>NO SCHOOL</b> Presidents' Day
02/27/26	<b>NO SCHOOL</b> Institute Day
03/16/26	<b>NO SCHOOL</b> Parent/Teacher Conferences (12:00 PM - 7:00 PM)
03/17/26	<b>e-Learning</b> Election Day (see explanation below)
<b>03/20/26</b>	<b>End of Quarter</b>
03/30/26 - 04/03/26	<b>NO SCHOOL</b> Spring Break
04/06/26	<b>NO SCHOOL</b> SIP
05/25/26	<b>NO SCHOOL</b> Memorial Day
<b>05/28/26</b>	<b>Last Day of School (TENTATIVE) &amp; End of Semester</b>
05/29/26	<b>NO SCHOOL</b> Teacher Work Day (TENTATIVE)
05/29/26 - 06/04/26	Emergency Days (if needed)
<b>06/05/26</b>	<b>Last Possible Teacher Work Day</b>

Approved by the Board on 2/26/24

#### NOTE REGARDING e-LEARNING DAY:

On Tuesday, March 17, 2026, all students will participate in synchronous e-Learning activities from home following the district's e-Learning plan for each level. Each school will communicate with families information about the expectations for the day.

#### NOTE REGARDING EMERGENCY DAYS:

For students, the official school year ends at the conclusion of the last emergency day on the calendar. No planned absences, for any reason, should be scheduled until after the last Emergency Day. For staff, the official school year ends one day after the last emergency day on the calendar.

#### CALENDAR LEGEND

	Institute Day/SIP/Teacher Work Day
	Legal School Holiday
	Not in Attendance
	Parent/Teacher Conference
	Emergency Days
	e-Learning

# 2025-2026



# 2025-2026

AURORA WEST SCHOOL DISTRICT 129

## Academic Year Calendar

July 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### QUARTER DATES

First Qtr: October 17, 2025  
Second Qtr: December 19, 2025  
Third Qtr: March 13, 2026  
Fourth Qtr: May 22, 2026 or Last Day

### REPORTS CARDS SENT

Q1 - October 24, 2025  
Q2 - January 9, 2026  
Q3 - March 20, 2026  
Q4 - May 29, 2026 or Last Day

### COLOR CODES

- Green = No School Full Day for Staff Professional Development
- Yellow = No School Full Day for Holidays
- Pink = Parent Teacher Conferences
- Purple = Half Day for Staff PD
- Orange = Emergency Day

August 25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 26						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Approved 12/9/24

8/11 Teacher Institute
8/12 Teacher Institute
8/13 Nonattendance Day
8/14 First Full Day of Student Attendance
9/1 Labor Day PreK - 12 No School
9/22 Teacher In-Service Prek - 12 No School
10/6 Conferences 6-8
10/7 Conferences PreK-5
10/9 Conference 9-12 & PreK-5
10/10 Conferences Pre-K-12 Half Day
10/13 Non - attendance day
11/3 School Improvement Day PreK-12 No School
11/26 - 11/28 Thanksgiving Break No School
12/22 - 1/2 Winter Break No School
1/19 MLK Day No School
1/20 SI PreK - 12 No School
2/16 Presidents Day No School
2/25 Conferences 6-8
2/26 Conferences 9-12
2/27 Countywide Teacher Institute No School
3/27 SI PreK-12 Half Day
3/30-4/3 Spring Break No School
4/6 Non Attendance or First Emergency Day
4/24 Teacher Institute Prek-12 No School
5/22 Last Day of Student Attendance
Half Day SI PreK - 12
5/25 Memorial Day No School ***
5/26-5/29 Emergency Days
# Days S1 = 85
# Days S2 = 89



August				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	19	19
22	23	24	25	26
29	30			

October				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30




February				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June				
M	T	W	TH	F
1*	2*	3*	4*	5*
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

	Non-Attendance Day for Students
	Half Day Student Attendance
	Late Start
*Student Emergency Days (If Necessary)	

**AUGUST**

- 18 Institute Day
- 19 Institute Day
- 20 First Day for Students K-12

**SEPTEMBER**

- 1 Labor Day - No School - District Closed
- 25 Half Day for Students - School Improvement

**OCTOBER**

- 9 No School - Parent Teacher Conferences
- 10 No School - Parent Teacher Conferences
- 13 No School - Columbus Day - No School - District Closed
- 23 Start of Second Quarter
- 31 Half Day for Students - School Improvement

**NOVEMBER**

- 5 Half Day for Students - School Improvement
- 11 No School - Veterans Day Observed - District Closed
- 26-28 Thanksgiving Break - District Closed

**DECEMBER**

- 19 Half Day for Students - School Improvement
- 22-31 No School - Winter Break

**JANUARY**

- 1-2 No School - Winter Break
- 12 No School - Institute Day
- 14 Start of Third Quarter
- 19 No School - Martin Luther King Jr. Day - District Closed

**FEBRUARY**

- 16 No School - Presidents Day - District Closed
- 27 No School - Institute Day

**MARCH**

- 5 Parent Teacher Conferences
- 6 Parent Teacher Conferences - Half Day for Students
- 20 Start of Fourth Quarter
- 30-31 No School - Spring Break

**APRIL**

- 1-3 No School - Spring Break
- 6 District Closed

**MAY**

- 1 Half Day for Students - School Improvement
- 25 No School - Memorial Day - District Closed
- 29 Last Day of School - Half Day for Students

**JUNE**

- 1-5 Emergency Days - If Needed

\*If no additional emergency days are used, the last day of school for students and staff will be May 29, 2026. In the event an additional emergency day is used, 5/29 will become a full day and 6/1 will be a half day of attendance for students. If all 5 emergency days are used, the last day of school for students and staff will be 6/5.



QUESTION & ANSWER REPORT  
RFP No. 25-163  
Youth After-School & Summer Programming Provider

RESPONSE DEADLINE: June 20, 2025 at 11:00 am

Wednesday, June 11, 2025

## Approved, Unanswered Questions

## Approved, Answers Provided

### 1. Virtual Providers

*Jun 3, 2025 1:08 PM*

**Question:** Is the city looking for any virtual services at this time?

*Jun 3, 2025 1:08 PM*

**Answered :** At this time we are only inquiring about in-person services.

*Jun 6, 2025 8:44 AM*

### 2. Board Meeting Minutes

*Jun 6, 2025 9:33 AM*

**Question:** Can Board attendance/agenda be submitted in lieu of full meeting minutes? Meeting minutes can have confidential information included in them.

*Jun 6, 2025 9:33 AM*

**Answered:** This will be acceptable. Please note in your submission your meeting minutes are confidential.

*Jun 6, 2025 3:19 PM*

### 3. Letter of Support

*Jun 6, 2025 9:32 AM*

## QUESTION & ANSWER REPORT

RFP No. 25-163

Youth After-School & Summer Programming Provider

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**Question:** The "Capability and Capacity" section mentions submitting References and Letter of Support. Is there a minimum or preferred number of references and letters of support that you are hoping to receive from an organization?

*Jun 6, 2025 9:32 AM*

**Answered:** Please provide 1-3 references and a letter of support.

*Jun 6, 2025 3:19 PM*

### 4. What is the typical start date of prgorams?

*Jun 6, 2025 9:30 AM*

**Question:** Are the programs semester-based? What are the typical start dates for the sessions, and do they start before/after Memorial Day and after Winter Break?

*Jun 6, 2025 9:30 AM*

**Answered:** The After School Programs are semester based, they should be be scheduled with the school calendars attached. The After School Program should be available everyday of the school year. The program will exclude weekends, school holidays and breaks.

*Jun 6, 2025 3:19 PM*

### 5. How long are the typical sessions?

*Jun 6, 2025 9:31 AM*

**Question:** Are the typical sessions 6, 8, or 12 sessions (or does each school decide individually)?

*Jun 6, 2025 9:31 AM*

**Answered:** Please see the scope of work and specifications for the requested lengths of the programs.

*Jun 6, 2025 3:19 PM*

### 6. Budget

*Jun 6, 2025 9:29 AM*

**Question:** Do you have a budget template that you would like us to use for the financial information, or do you only want the bids by location?

*Jun 6, 2025 9:29 AM*

**Answered:** In the OpenGov Portal we are asking for an overall cost for each program. In your submitted cost proposal via the vendor questionnaire, we are asking for a breakdown of the cost per program.

*Jun 6, 2025 3:19 PM*

## 7. Parent-Pay or Grant-Funded?

*Jun 6, 2025 9:12 AM*

**Question:** Do individual schools have a budget for programming? Or do we create our registration links, and then have parents at each school sign up for the programming?

*Jun 6, 2025 9:12 AM*

**Answered:** The individual schools do not have a budget for the requested programming. Registration will be created by the proposer. Please see scope of work and specification.

*Jun 6, 2025 3:19 PM*

## 8. School District Eligibility

*Jun 9, 2025 10:53 AM*

**Question:** Are school districts eligible as applicants as we would only plan to service our own district schools or is it suggested that we coordinate with a non-district applicant and collaborate/support serving within our own district school programs?

*Jun 9, 2025 10:53 AM*

**Answered:** Proposers must be able to provide after-school and summer programs to multiple school districts.

*Jun 9, 2025 3:19 PM*

## 9. Enrollment

*Jun 9, 2025 4:18 PM*

**Question:** Is there a goal for number of students enrolled at each afterschool location?

*Jun 9, 2025 4:18 PM*

**Answered:** We do not have a goal set for the number of students that will be enrolled in the afterschool programs.

*Jun 9, 2025 5:02 PM*

## 10. Letters of Support

*Jun 9, 2025 4:21 PM*

**Question:** I see 1-3 references and a letter of support. Are we limited to one letter, or can we include multiple?

*Jun 9, 2025 4:21 PM*

**Answered:** There is no limit for references and letters of support. Please provide what you deem is necessary for your proposal.

*Jun 9, 2025 5:02 PM*

## 11. References

*Jun 9, 2025 4:56 PM*

**Question:** For references, it asks for "date purchased". For a collaborator/community partner, what information should we include for this item? Date of when the partnership began?

*Jun 9, 2025 4:56 PM*

**Answered:** In the vendor questionnaire the references section does say "date purchased". Please use the date the partnership began or a start date for the projects/programs that you are referring to.

*Jun 9, 2025 5:02 PM*

## 12. No subject

*Jun 9, 2025 9:15 PM*

**Question:** What are your estimated enrollment numbers for the after-school program?

*Jun 9, 2025 9:15 PM*

**Answered:** We do not have an estimated enrollment numbers.

*Jun 11, 2025 9:04 AM*

## 13. No subject

*Jun 9, 2025 9:15 PM*

**Question:** Is there any need for before-school care or early release day care?

*Jun 9, 2025 9:15 PM*

**Answered:** No there is not.

*Jun 11, 2025 9:04 AM*

## 14. No subject

*Jun 9, 2025 9:14 PM*

**Question:** Can you provide more information about the reporting regulations for your program?

*Jun 9, 2025 9:14 PM*

**Answered:** Reporting regulation process will be incorporated into the signed agreement after award.

*Jun 11, 2025 9:04 AM*

## 15. No subject

*Jun 9, 2025 9:15 PM*

**Question:** Are we required to provide service for all summer camps?

*Jun 9, 2025 9:15 PM*

**Answered:** Yes, see scope of work.

*Jun 11, 2025 9:04 AM*

## 16. No subject

*Jun 9, 2025 9:15 PM*

**Question:** Is there already a partnership for the free and reduced lunch services required?

*Jun 9, 2025 9:15 PM*

**Answered:** See Collaboration in Scope of Work.

*Jun 11, 2025 9:04 AM*

## 17. No subject

*Jun 9, 2025 9:16 PM*

**Question:** Regarding youth employment, is there a minimum or maximum of how many youth we would need to hire? What are the wage requirements for youth employees?

*Jun 9, 2025 9:16 PM*

**Answered:** There is not a minimum or maximum number of youth to be hired. Employees shall be paid a fair wage based on current market conditions and comparable positions in Aurora.

*Jun 11, 2025 9:04 AM*

## 18. No subject

*Jun 9, 2025 9:16 PM*

**Question:** The link for #3 on pg 23, Contact Information, is broken. Can you please send us an updated link so that we can meet this requirement?

*Jun 9, 2025 9:16 PM*

**Answered:** If the link/download of the Contact Information Sheet is not working properly, submit your contact information through the Additional Information section.

*Jun 11, 2025 9:04 AM*

## QUESTION & ANSWER REPORT

RFP No. 25-163

Youth After-School & Summer Programming Provider

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### 19. No subject

*Jun 9, 2025 9:16 PM*

**Question:** Can you let us know when the contract award will be issued?

*Jun 9, 2025 9:16 PM*

**Answered:** There is no contract award date available.

*Jun 11, 2025 9:04 AM*

### 20. No subject

*Jun 9, 2025 9:14 PM*

**Question:** What are the requirements for your budget?

*Jun 9, 2025 9:14 PM*

**Answered:** No budget requirements are available.

*Jun 11, 2025 9:04 AM*