

**EL MONTE CITY SCHOOL DISTRICT  
REQUEST FOR PROPOSALS ("RFP")  
FOR EDUCATIONAL TRAVEL SERVICES**

**I. INTRODUCTION**

With this Request for Proposals ("RFP"), El Monte City School District ("District") is seeking written proposals ("Proposals" or "RFP Packets") from firms ("Respondents") to provide the District with proposed scope of work and pricing for Educational Travel Services for two separate trips, one to Washington, D.C. and one to Sacramento, CA that will comprehensively analyze the services requested by this RFP, including final pricing and relevant savings ("Services").

A form of Independent Consultant Agreement ("Agreement") is attached and incorporated into this RFP as **Attachment "A."** The successful respondent(s), if any are selected through this RFP process, will be required to execute the Agreement.

**II. LIMITATIONS**

This RFP is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFP. The District reserves the right to add additional Respondents for consideration after distribution of this RFP if it is found to be in the best interest of the District. The award of the contract pursuant to this RFP, if at all, is at the sole discretion of the District. No Respondent may withdraw its RFP Packet for a period of ninety (90) days after the date set for receipt.

The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any RFP Packet in response to this RFP.

RFP Packets and any other supporting materials submitted to the District in response to this RFP will not be returned and will become the property of the District unless portions of the materials are designated as "Proprietary" at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents as proprietary are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, RFP Packets shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the Respondent or other party as a result of any public disclosure of any RFP Packet.

**III. RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract with any member of the District's Governing Board, RFP selection members, or staff. Any such contact shall be grounds for the disqualification of the Respondent submitting an RFP Packet. Written communications regarding this RFP shall be submitted only to the authorized District staff person designated in this RFP.

#### **IV. RFP MODIFICATIONS & QUESTIONS**

##### **a. Modifications to RFP**

The District expressly reserves the right to modify any portion of this RFP prior to the deadline for submission of RFP Packets, including without limitation, the cancellation of this RFP. Modifications, if any, made by the District to the RFP will be in writing and posted on the District's website; potential Respondents who have obtained this RFP from the District prior to any such modifications will be issued any modifications to the RFP by written addenda.

##### **b. No Oral Clarifications/Modifications**

The District will not provide any oral clarifications or modifications to the RFP or the requirements hereof. No employee, office, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFP. Respondents shall not rely on any oral clarification or modification to the RFP.

##### **c. Authorized Person to Receive Questions/Communications**

No person other than Matthew Law or Sonia Macias, is authorized to receive questions or other communications relating to this RFP, and District shall have no obligation to respond to questions sent to any other person.

If you have questions regarding this RFP, please submit them on the Planetbids Portal before 12:00 p.m., on Tuesday, June 23, 2026.

##### **d. Errors/Discrepancies/Clarifications to RFP**

If a Respondent: (i) encounters errors or discrepancies in this RFP or (ii) requires clarifications of any portion of the RFP, the Respondent shall immediately notify Matthew Law by the Planetbids Portal. District's Responses to the notice of any errors or discrepancies herein, or request for clarification will be in writing. If, in the sole judgment of the District, any response affects the RFP or other Respondents, the District will issue the clarification response by a written addendum distributed to all potential Respondents who have theretofore obtained this RFP from the District and posted on the District's website. All requests for clarification of this RFP must be submitted and actually received by Sonia Macias, no later than by 12:00 p.m., on Tuesday, June 23, 2026. The District will respond to clarification requests submitted thereafter solely at its discretion.

#### **V. RFP PACKET SUBMISSION**

RFP Packets must be submitted by 5:00 p.m., on Thursday, July 9, 2026. RFP Packets that are not actually received in the office at or prior to this time and date will be rejected by the District for non-responsiveness. Respondents are solely responsible for the timely submission of RFP Packets.

RFP Packets shall be submitted to Matthew Law via the El Monte City School's Planetbids Portal.

Each Respondent shall submit one (1) identical electronic version via the Planetbids Portal. The electronic version should be submitted as a PDF file.

All costs and expenses incurred by a Respondent to prepare and submit an RFP Packet and all other related activities shall be borne solely and exclusively by the Respondent.

## **VI. RFP PACKET FORMAT AND CONTENTS**

Each RFP Packet must conform to the following described format and must include the content described below, otherwise the RFP Packet may be rejected as non-responsive.

**Format.** All materials submitted in response to this RP shall be in 8 ½" x 11" size, preferably in portrait orientation, except for drawings, tables, and graphics, which may be submitted in landscape and/or larger format.

**Cover Sheet.** Identify the submittal as the response to this RFP and include an identification of the Respondent submitting the RFP Packet.

**Table of Contents.** A table of contents of the material contained in the RFP Packet should follow the letter of interest.

### **Section 1: Business Information**

- Respondent must provide the following information for itself and for any and all other firms with which it will joint venture or associate while providing Services:
  - Company name.
  - Address.
  - Telephone.
  - Fax.
  - Website.
  - Name and email of main contact.
  - Federal Tax I.D. Number.
  - License or Registration Number.
  - Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
  - A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
  - Certificate(s) of Insurance identifying the firm's current insurance coverages.
  - Any State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status.

- How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant.
- Must include the following statement:

**[INSERT FIRM'S NAME] received a copy of the District's standardized form of Agreement for Professional Services ("Agreement") attached as ATTACHMENT "A" to the RFP. [INSERT FIRM'S NAME] has reviewed the indemnity and insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM'S NAME] has no objections to the use of the Agreement."**

**OR**

**"[INSERT FIRM NAME] received a copy of the District's form of Agreement for Professional Services ("Agreement") attached as ATTACHMENT "A" to the RFP. [INSERT FIRM NAME] has reviewed the indemnity provisions and insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM NAME] has objections to the use of the Agreement, listed as follows or as contained in the appendix to this Submittal."**

- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

## **Section 2: Relevant Service Experience**

- Respondent shall provide any relevant services provided for California public schools in the past ten (10) years and related references. Respondent shall provide a minimum of five (5) relevant references from past clients. References may be contacted to attest to the respondent's ability to perform the described Services.

## **Section 3: Litigation and Claims History**

- Provide a comprehensive five (5) year summary of the firm's litigation, arbitration, and negotiated/settled history ("Claims"). This includes current/ongoing Claims. For each Claim, state the issues in the litigation, the status of the litigation, names of parties, and the outcome, if any.
- A Proposal failing to provide this requested information on claims, lawsuits, and/or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

## **Section 4: Team Summary**

- The selected firm shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for the applicable services as described herein.

- Identify responsibilities, titles, licenses, certifications, and experience with providing Services, for key personnel and/or team members, including sub-consultants, and the roles to which they will be assigned. List dates of employment by your firm whether employed as an employee, independent contractor, sub-consultant, or otherwise, and office addresses for each of the identified personnel.
- If any work is to be provided by sub-consultants include a statement as to how this shall be organized.
- The District expects that the team shall remain while providing Services. If a team member must leave, the District reserves the right to approve that team member's replacement.

### **Section 5: Fee Proposal**

- Fee proposal must include a per person rate for the cost of all Services. Per person cost must be itemized to show the cost of each component of the Services including, but not limited to, airfare, hotel stays, transportation, meals, museum visits and other activities, etc. Respondent may calculate per person costs using a set number of participants.
- Respondent alone shall be responsible for any related or incidental costs that are associated with the Services being provided that are not included in the Fee Proposal.

### **Section 6: Miscellaneous**

- Non-Collusion Declaration.** The Non-Collusion Declaration attached to this RFP as **Attachment "B"** must be completed and submitted with the RFP Packet.
- Iran Contracting Act Certification.** The Iran Contracting Act Certification attached to this RFP as **Attachment "C"** must be completed and submitted with the RFP packet.
- Agreement Comments.** Respondents must thoroughly review the District's form Agreement (**Attachment "A"**) and must identify any term or condition of the Agreement which the Respondent requests to be modified or deleted and whether Respondent requests additional provisions. Respondents must set forth a clear explanation of what modification would be sought and provide specific alternate language. The District will review but is not obligated to accept any proposed changes.

## **VII. EVALUATION/SELECTION PROCESS**

A Committee will evaluate all submissions. Each Proposal must be complete and timely. Incomplete Proposals will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a firm is responsive and responsible. Based upon the information presented in the submissions, the Committee will identify the firm(s)/team(s) that can provide the greatest overall benefit to the District.

### **• EVALUATION CRITERIA (100 POINTS)**

- The Proposal will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFP, including, without limitation:
  - Reputation of the firm. Satisfaction of previous clients (client relationships). Acceptable and verifiable professional references for relevant experience.
  - Current commitments and ability of firm to handle several simultaneous Service agreements, including without limitation, availability of staffing and the level of service and support for providing Services, and availability of resources to meet anticipated schedule and Service requirements.
  - Capacity and commitment to provide Services to client, including ability to respond to District's requests in a timely and appropriate fashion; to inform District of all issues discovered while providing Services; and to work positively and cooperatively with District's team.
  - Knowledge of applicable state and federal laws and regulations, and other applicable governmental requirements for K-12 schools.
  - Credentials, including without limitation, professional and technical expertise, of specific employees assigned as members of the proposed team for the District.
  - Delivery of educational content that aligns with K-8 social studies curricula.
  - Proposed Fee, fee requirements, and value of Services.
  - Overall responsiveness of the Proposal.

- **DISTRICT INVESTIGATIONS**

- The District may perform investigations of responding parties that extend beyond contacting the references identified in the Proposal. The District may request a firm to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Firm's reputation; client relationships; professional references	10
Current commitments and capacity; ability to handle several simultaneous Service agreements; ability to work positively and cooperatively with District's team; and commitment to provide Services to, and effectively communicate with client.	10
Knowledge of applicable state laws and regulations	10
Employee/vendor credentials	20
Educational Value	20
Additional services	10
Fee schedule	20

#### **VIII. Award of Agreement.**

District's Board of Education will have the exclusive authority to award an Agreement pursuant to this RFP, including but not limited to the right to reject any and all RFP Packets, to waive any irregularity, and to sit and act as sole judge of the merits of the Services offered therein.

**RFP ATTACHMENTS**

<b>ATTACHMENT A</b>	<b>INDEPENDENT CONTRACTOR AGREEMENT</b>
<b>ATTACHMENT B</b>	<b>NON-COLLUSION DECLARATION</b>
<b>ATTACHMENT C</b>	<b>IRAN CONTRACTING ACT CERTIFICATION</b>