



Williamson County Schools Request for Qualifications

RFQ #1417 School-Aged Child Care (SACC) Before & After School Enrichment (BASE) Clubs

Williamson County Schools (WCS) is currently seeking qualifications from interested vendors to provide engaging, high-quality after-school enrichment at twenty-nine Williamson County Elementary schools for students in grades Kindergarten through fifth grade for **School-Aged Child Care (SACC) Before & After School Enrichment (BASE) Clubs**. Sealed qualification documents must be mailed or hand delivered to WCS, Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064, Attn: Amanda Waycaster. Faxed or emailed bids will not be accepted. **Sealed envelopes will be received until Monday, August 17, 2026, 2:30 p.m.** at which time they will be publicly opened. Qualification documents received after the specified opening time cannot be accepted. Once the sealed envelope is submitted to WCS, the Purchasing Department will stamp the face of the envelope to authenticate the actual date and time it is received. In the event WCS must reschedule an opening date or time, the specifications obtained from the WCS Purchasing Department shall reflect the actual date and time.

WCS reserves the option to award annual extension of eligibility based upon this RFQ evaluation for five (5) one year periods beyond the initial year beginning September of 2027; total terms not to exceed six (6) years of eligibility. WCS also reserves the right to award multiple vendors for any/all of the perspective club disciplines. WCS reserves the right to solicit additional vendors that did not participate in RFQ #1417 if participation levels or vendor availability are deemed insufficient at any time during the six-year period following the establishment of the prequalified vendor list resulting from this RFQ process. Please note that all WCS bids are ultimately subject to funding.

The following information must be listed on the outside of the sealed envelope:

- **RFQ #1417 SACC BASE Clubs**
- Company Name & Address
- Date and Time of opening (Monday, August 17, 2026, 2:30 p.m.)

The following documents must be completed and included inside the sealed envelope:

- Qualification Statement Cover Sheet, Signed and Dated
- Qualification questionnaire
- Current W-9
- Criminal Background Check Affidavit
- Drug Free Workplace Affidavit
- Certification of Compliance with the Iran Divestment Act
- Certificate of Non-Boycott of Israel

I. Introduction

Williamson County School (WCS) SACC is seeking qualifications from interested vendors to provide engaging, high-quality after-school enrichment at 29 Williamson County Elementary schools for students in grades Kindergarten through fifth grade. The goal is to partner with businesses that can enhance student development through diverse activities, fostering partnerships that improve student outcomes while meeting school safety and the Department of Education Childcare Standards.

II. Scope of Services: Vendors are requested to submit proposals for one or more of the following areas:

- **Academic/ STEM:** Robotics, coding, chess, science experiments.
- **Organized Sports:** Soccer, flag football, tennis, pickle ball, gymnastics, yoga, martial arts.
- **21st Century/Life Skills:** hands-on, and student-centered activities, to foster the development of critical thinking, collaboration, communication, and creativity.

III. Required Vendor Information

- **Company Profile:** Business name, address, all contact information.
- **Program Overview & Goals:** Clearly define the objective (e.g., academic support, education, physical activity) and target student population (grade levels)
- **Staffing qualifications:** Qualified instructors must demonstrate the ability to effectively maintain order and foster student engagement within a structured group setting during instructional time. Programs must also ensure appropriate staff-to-student ratios, maintaining a maximum of twenty (20) students per one (1) staff member. In addition, comprehensive staff training procedures must be established and implemented to support instructional quality, classroom management, and student safety.
- **Staffing policies, procedures &/or process for staff absences**
- **Staffing Requirements:** Criminal Background Check Affidavit & Government Required Affidavit
- **Pricing Structure:** Detailed fee scale (e.g., per child, per class or flat fee)
- **Tentative Schedules:** Applicants must indicate the term(s) for which they are interested in providing services, including fall, spring, or both sessions. Submissions should also specify the SACC location(s) where services are proposed (see tables in section IV). Additionally, applicants must identify the minimum and maximum number of students required for program implementation at each site for each term.
- **Space:** Detailed description of space required for activities provided. Options may include classrooms, school gym, fields/playgrounds, etc.
- **Culminating Event:** Please indicate whether a culminating event will take place on the final day of the program. This may include a performance, presentation for parents/guardians, or another format that showcases student work, learning, or acquired skills.
- **Materials/Supplies:** all materials/supplies must be provided by vendor.
- **Certificate of Insurance:** Awarded vendors will must provide a Certificate of Liability with a minimum of \$2,000,000 listing WCS as additional insured. Vendor will obtain and maintain insurance to protect from claims which may arise out of or result from vendor operations under the contract.

IV. WCS SACC BASE CLUB SCHOOL LOCATIONS & 2026-2027 SCHOOL YEAR SCHEDULE

Williamson County Elementary Schools				
Allendale	Amanda H. North	Arrington	Bethesda	Chapman's Retreat
Clovercroft	College Grove	Creekside	Crockett	Edmondson
Fairview	Grassland	Heritage	Hunters Bend	Jordan
Kenrose	Lipscomb	Longview	Mill Creek	Nolensville
Oak View	Pearre Creek	Scales	Sunset	Thompson's Station
Trinity	Walnut Grove	Westwood	Winstead	

Term	Promo Enrollment	Start Date	End Date	# of Classes	Make-Up Days	Start/End Time
Fall Full Term	Sep 14 – Oct 2, 2026	Oct 19 - 23, 2026	Nov 30 – Dec 4, 2026	6 classes	Week of Dec 7	4:15-5:15 PM
Spring A Term	Jan 5 – Jan 29, 2027	Feb 8, 2027	Mar 12, 2027	5 classes	Mar 22–25	4:15-5:15 PM
Spring B Term	Mar 1 – Mar 19, 2027	Mar 29, 2027	Apr 30, 2027	5 classes	May 3–7	4:15-5:15 PM
Spring Full Term	Jan 5 – Jan 29, 2027	Feb 8, 2027	Mar 22 – Apr 30, 2027	6–11 classes	May 3–7	4:15-5:15 PM

V. Award of Contract

Vendor will meet with SACC Program Managers and staff to review staff check-in and check-out procedures, provide contact information for each SACC location, and deliver an overview of WCS and SACC safety procedures. The meeting will also include the completion and verification of all required contact information.

WCS reserves the right to award multiple vendors for any/all of the perspective club disciplines. Please note that all WCS bids are ultimately subject to funding.

VI. Promotion/Advertising

If proposal is awarded, vendors are expected to work with the SACC program by providing promotional material in both paper and digital form. WCS and SACC reserve the right to edit/alter promotional materials as needed to meet our communication standards.

Vendors will not contact families directly. All communication will come from WCS SACC program leadership and/or Program managers.



WCS QUALIFICATION STATEMENT COVER SHEET

RFQ #1417 School-Aged Child Care (SACC) Before & After School Enrichment (BASE) Clubs

This Qualification Statement Cover Sheet must be attached as the first page of the submitted packet.

I, _____ (print name), _____ (title), verify that I have carefully read the specifications, terms, conditions and instructions contained within this document and that I understand, acknowledge and agree to all the language set forth within. By signing this document and submitting my qualifications statement in a sealed envelope with Williamson County Schools, I fully acknowledge and accept the language contained within this RFQ document.

Notice: If you find any of the language, terms, conditions or specifications unacceptable, then please do not submit your qualifications statement for this project.

CERTIFICATION

Company Information:

Legal Name

DBA, if applicable

Street Address

City

State

Zip Code

Authorized Representative:

Name

Title

Email

Phone

REFERENCES

Reference 1: _____
Company Name

Contact Name & Title

Email

Phone

Reference 2: _____
Company Name

Contact Name & Title

Email

Phone

Please also include all required vendor information listed in section III of RFQ document and the WCS SACC Enrichment Program Vendor Questionnaire.

WCS SACC Enrichment Program Vendor Questionnaire

Organizational Overview

1. What are your organization's mission, vision, and core values?
2. What is your organization's history and experience providing youth programming?
3. How does your program meet the needs of WCS SACC students and families?

Program Design

4. How is your program structured (terms, duration, frequency, and schedule)?
5. What is the format of your program delivery (group size, etc.)?

High-Quality Programming Elements

6. How will you ensure a safe and supportive environment for students?
7. How does your program engage students with hands-on, developmentally appropriate activities?
8. How does your program connect to or support the instructional school day?

Skill Building

9. How will your program provide opportunities for students to develop and practice new skills (academic, social-emotional, or life skills)?

Diversity, Access, and Equity

10. How will your program support and include students with disabilities?

Quality Staff

11. How do your staff members demonstrate quality and effectiveness when working with students?
12. What qualifications and experience do your staff bring to the program?

Staff Supervision, Support, and Professional Development

13. What processes are in place to ensure staff are qualified and well trained?
14. Who is responsible for supervision, training, coaching, and support of program staff?
15. What is your process for handling staff absences?

CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer contracting with Williamson County Board of Education to provide services having direct contact with children or access to grounds of a Williamson County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-4 13 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms of T.C.A. § 49-5-413.

Further affiant saith not.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____

Notary Public _____

My commission expires: _____

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Williamson County government to provide construction services, hereby states under oath as *follows*:

1. The under signed is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each Employer with no less than five (5) employees receiving pay who contacts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____

Notary Public _____

My commission expires: _____

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., ("Act"). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

Certification Requirements.

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Respondent Name Printed Name of Authorized Official

Signature of Authorized Official

Date

CERTIFICATE OF NON-BOYCOTT OF ISRAEL

Tenn. Code Ann. § 12-4-119 prohibits public entities from entering into a contract for services, Supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in and will not be engaged in for the duration of the contract, a boycott of Israel. This applies to any contract entered into on or after July 1, 2022. The law does not apply to contracts with a value of less than \$250,000 or in contracts where the supplier has less than ten employees.

A boycott of Israel means engaging in refusals to deal, terminating business activities or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken: (1) In compliance with, or adherence to, calls for a boycott of Israel, or (2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

Certification Requirements.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

Printed Name and Title of Authorized Official

Signature of Authorized Official

Date

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____

Notary Public _____

My commission expires: _____