



# WILTON RANCHERIA

## THE CAPITAL TRIBE

### REQUEST FOR PROPOSALS (RFP): Student Summer Educational Enrichment Programs

#### Issuing Organization:

Wilton Rancheria Department of Education  
9728 Kent St  
Elk Grove, CA 95624

#### Primary Contact:

*Kristopher Macias*  
Executive Director of Education  
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**RFP Release Date:** 27 May 2026

**Proposal Due Date:** 15 June 2026

**Anticipated Contract Start Date:** 1 July 2026

**Program Delivery Window:** July 13–17, 2026

**Contract Term:** Summer 2026

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### 1. PURPOSE OF THE RFP

The Wilton Rancheria Department of Education is issuing this Request for Proposals (RFP) to solicit proposals from qualified vendors, agencies, schools, and organizations to provide **Student Summer Educational Enrichment Programs**.

The purpose of this RFP is to identify and contract with **multiple qualified providers** to establish a **portfolio (“menu”) of short-term, site-based summer enrichment experiences** for Wilton Rancheria students.

Programs must be **3–5 day, in-person experiences** that promote:

- Academic enrichment
- Career Technical Education (CTE) exploration
- Workforce readiness and career exposure
- Skill development and credential attainment (where applicable)

The Department intends to award **multiple contracts** and is not obligated to select a single provider.





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## 2. PROGRAM OVERVIEW

The Wilton Rancheria Department of Education seeks to partner with organizations capable of delivering **high-quality, structured summer learning experiences** for Tribal students.

### Target Population

Primary: Middle School and High School students

Secondary (optional): Elementary School students

### Program Delivery Model

Programs must:

- Be delivered **on-site at the proposer's facility or designated training location**
- Occur within the **designated program window: July 13–17, 2026**
- Be structured over **3–5 days within the timing window**

The Department will:

- Select **multiple providers**
- Develop a **menu of approved programs**
- Purchase and assign **student slots** within selected programs

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## 3. PROGRAM REQUIREMENTS

### A. Core Program Expectations

Proposers must demonstrate the ability to deliver structured, high-quality programs that include:





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- Clearly defined daily schedule (3–5 days)
- Hands-on, experiential learning opportunities
- Exposure to real-world careers and/or academic disciplines
- Qualified instructors and appropriate supervision
- Safe, youth-centered learning environments

Programs should emphasize engagement, skill-building, and real-world application.

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### **B. Program Outcomes**

Programs must clearly articulate **tangible outcomes**, which may include:


- Certifications (e.g., CPR, First Aid, Lifeguarding, industry training)
- Skills development or competency completion
- Introduction to career pathways or trades
- Progress toward licensure or credentialing

Proposals that demonstrate clear and measurable outcomes will be prioritized.

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### **C. Acceptable Program Types (Examples)**

The following examples are illustrative and not exhaustive:

- Driver's Education and Behind-the-Wheel Training
  - Emergency Medical Services (EMS) or First Aid Training
  - Lifeguard Certification Programs
  - Trade-based or CTE camps (construction, culinary, healthcare, etc.)
  - STEM or academic enrichment academies
  - Outdoor education and environmental science programs
  - AI Training
  - Music Programs
  - Culinary Training
  - Swimming Lessons
  - Survival Training
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- Other Educational Opportunities
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### **D. Slot-Based Enrollment Model (Required)**

Proposers must:

- Specify the **number of student slots available per session**
- Clearly define: Maximum capacity for students
- Minimum enrollment requirements (if applicable)

The Department reserves the right to:

- Purchase any number of available slots
  - Not fully utilize all proposed capacity
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### **E. Safety and Supervision Requirements**

Proposers must provide:

- Description of supervision ratios
  - Staff qualifications and background checks
  - Youth safety policies and procedures
  - Proof of insurance and liability coverage
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## **4. SCOPE OF WORK**

Selected vendors will be responsible for:

### **Program Delivery**

Deliver all program activities in accordance with the approved proposal  
Ensure consistent, high-quality instruction and student engagement

### **Program Coordination**





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Coordinate scheduling within the approved program window  
Communicate program details to the Department prior to delivery

### **Student Experience**

Maintain safe, structured, and supportive environments  
Track student participation and completion

### **Reporting**

Provide confirmation of student participation  
Provide documentation of outcomes (e.g., certifications, completion records, etc., if applicable)

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## **5. PROPOSAL REQUIREMENTS**

Proposals must include the following components:

### **A. Organization Overview**

1. Mission and background
  2. Relevant experience providing youth programming
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### **B. Program Description**

1. Detailed description of the proposed program
  2. Description of learning objectives and activities
  3. Overview of how the program will be delivered
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### **C. Target Population**

1. Age and/or grade levels served
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### **D. Program Schedule**





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1. Detailed 3–5 day schedule
  2. Daily start and end times
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### **E. Student Capacity**

1. Number of available student slots
  2. Minimum/maximum enrollment requirements
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### **F. Program Outcomes**

1. Certifications, credentials, or measurable skills
  2. Expected student learning outcomes
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### **G. Educational Value Statement**

1. Clear explanation of the academic and/or career relevance of the program
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### **H. Staffing and Qualifications**

1. Staff roles and credentials
  2. Relevant experience working with youth
  3. Proof of cleared background checks
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### **I. Safety Plan**

1. Supervision structure
  2. Safety protocols
  3. Insurance coverage
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### **J. Facility Description**





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1. Location of program delivery
  2. Description of facility and learning environment
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### K. Cost Proposal

1. Cost per student
  2. Total program cost (if applicable)
  3. Disclosure of all fees
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### L. References

1. At least two (2) references from organizations served within the last three (3) years
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### M. Proposed Contract

1. Submit a proposed contract for services. **No waiver of Wilton Rancheria's sovereign immunity will be provided.**
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## 6. SELECTION CRITERIA

Proposals will be evaluated based on:

1. Responsiveness to RFP requirements
2. Quality and structure of program design
3. Strength and clarity of program outcomes
4. Cost effectiveness per student
5. Alignment to academic, CTE, and workforce readiness goals
6. Organizational experience and capacity
7. Quality of safety and supervision plan

The Department reserves the right to:

- Select multiple vendors





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- Approve one or more programs from a single proposer
  - Decline all proposals
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### **7. SUBMISSION INSTRUCTIONS**

Proposals must be submitted electronically by the Proposal Due Date listed above to the Primary Contact.

Late or incomplete submissions may not be considered.

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### **8. TERMS & CONDITIONS**

The Wilton Rancheria Department of Education reserves the right to:

- Accept or reject any or all proposals
- Award multiple contracts under this RFP
- Negotiate scope, pricing, and terms with selected vendors
- Purchase any number of student slots from approved vendors
- Cancel this RFP at any time

Issuance of this RFP does not guarantee a contract award. Any award is non-binding, and Wilton Rancheria is not liable for work performed before both parties sign a service contract.

