



**Independent School District No. 834
Stillwater Area Public Schools
Request for Proposals to Obtain
COVID-19 Academic Intervention Tutoring Support Services**

Stillwater Area Public Schools (“the District”) invites interested vendors to submit a proposal for academic intervention tutoring support services to address achievement and learning skill gaps experienced by students during the COVID-19 pandemic. These support services will complement the learning experiences students already receive during the academic school year. This complementary support will focus on preventing and disrupting any increase of academic disparities as a result of the pandemic. A recommendation for a solution(s) and vendor(s) will be based on the best solution as determined by a selection committee.

Responses will be accepted at our District Office, no later than 2:00 p.m. on Friday, May 28, 2021.

Proposals and questions to: **Rachel Larson**
Independent School District No. 834
Stillwater Area Public Schools
1875 Greeley Street South
Stillwater, MN 55082
larsnr@stillwaterschools.org

The District requests that interested vendors provide information that will meet or exceed the stated criteria. If possible, the District desires to obtain all support from one source but retains the option of buying from multiple vendors to fill the needs of the District. Final selection will be made based on a determination of the best overall solution and not just the lowest price.

The best solution for the District will be based on all factors including, but not limited to the following:

1. The ability to provide both in-person and online academic tutoring to students who demonstrate proficiency gaps
2. Have highly trained tutors that work with students of all ages and abilities to improve academic performance, skills and study habits
3. Have highly trained tutors experienced in developing a tutoring plan to fit a student's unique learning style, academic needs and school curriculum
4. Demonstrated ability to increase achievement and learning levels of students who have proficiencies below the 30th percentile
5. Cost, fiscal soundness, character, integrity, reputation, judgment, experience, and efficiency of the vendor
6. Accreditation

I. SUBMISSION REQUIREMENTS

Responses will be accepted at the District Office no later than 2:00 p.m. on Friday, May 28, 2021.

Proposals may be submitted via email or in sealed envelopes marked on the outside:

“RFP FOR COVID-19 ACADEMIC INTERVENTION TUTORING SUPPORT SERVICES”

All questions should be directed to Rachel Larson, Director of Learning and Student Engagement (larsonr@stillwaterschools.org). The District reserves the right to reject any or all submittals and/or portions of submittals, to waive any informality in any procurement process and to select the proposal that provides the best solution for the District.

The District reserves the right to amend any specifications and request additional responses from each vendor at any time throughout the RFP process.

All district data, documents and other products used or developed during the project will remain the property of the District upon completion of the project.

The contract term shall begin after **July 1, 2021**.

II. TIMELINE

Event	Date
RFP Posting	May 21, 2021
Written Questions Due	May 28, 2021 at 2:00 p.m.
Responses Due	May 28, 2021 at 2:00 p.m.
Recommendation to School Board	June 10, 2021
Anticipated School Board Approval by	June 24, 2021

III. BACKGROUND AND OBJECTIVES

BACKGROUND

The District serves 8,100 students and employs over 1000 teachers, support staff, and administrators. Our school community has been impacted by the COVID-19 pandemic requiring multiple shifts within learning environments for students in grades K-12. These shifts have happened multiple times beginning in the spring of 2021 and continuing throughout the entire 2021-2022 school year. The shifts have created additional barriers and struggles for our learners who have reading and/or math proficiency levels below the 30th percentile. Therefore, we are looking to partner with vendors who have highly trained tutors who can provide academic learning support in addition to the support we provide during the school year and day. Our system does not have the capacity and resources to provide additional personalized and specialized tutoring plans to all of our students who have proficiencies below the 30th percentile and who have been significantly impacted by shifts due to the COVID-19 pandemic.

OBJECTIVES

Our objectives for these support services include but are not limited to:

- Students being tutored will improve their academic proficiency levels, grades, and school performance
- Students will build self-confidence, organizational skills and improve study habits
- Students will learn strategies to become independent learners

SUMMARY OF GENERAL NEEDS

Vendor will provide both an in-person and online tutoring package for K-12 students who have reading and/or math proficiency levels below the 30th percentile. The vendor's proposal should address:

- Developmentally appropriate and tailored instructional delivery plan with intended outcomes for elementary, middle and high school learners
- Scope of plan (including number of students the vendor will serve, number of tutoring cohorts and ratio of tutors to students)
- Proposed duration of tutoring sessions per student
- Number of hours and outline of plan per tutoring package
- Description of culturally responsive learning deliveries and styles
- The ability to provide both in-person and online academic tutoring to students who demonstrate proficiency gaps

- Have highly trained tutors that work with students of all ages and abilities to improve academic performance, skills, and study habits
- Have highly trained tutors experienced in developing a tutoring plan to fit a student's unique learning style, academic needs and school curriculum
- Demonstrated ability to increase achievement and learning levels of students who have proficiencies below the 30th percentile
- Cost, fiscal soundness, character, integrity, reputation, judgment, experience, and efficiency of the vendor with proposal amount not to exceed \$350,000.
- Accreditation

IV. SELECTION CRITERIA

SELECTION CRITERIA

Responsiveness will be measured by the vendor's reply to the requirements in each area of the RFP. Responses must demonstrate an understanding of the requirements. Whenever a question is asked or a requirement is stated, the vendor is expected to answer the questions as fully and completely as possible. Failure to do so may deem your proposal as non-responsive. As provided in the Request for Proposals, and under regulations, discussions may be conducted with responsible vendors who submit proposals for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Vendors will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing vendors.

V. PROPOSAL REQUIREMENT AND FORMAT

OVERVIEW

This section describes the minimum content and general format for responding to the RFP. Your reply must be submitted in the formats listed below with all questions answered thoroughly and completely. Please use 8.5" x 11" paper, and provide two copies of the proposal.

Bound documents such as equipment reports, brochures, and company publications may be submitted as separate exhibits properly labeled.

CONTENT AND FORMAT

1. Cover Page
The Cover Page must denote the name and number of the RFP, for which the response is submitted, as well as the name, address, and phone number of the primary contact.
2. Table of Contents
The Table of Contents must list the major sections, sub-sections, and page numbers of the proposal.
3. Executive Summary
The Executive Summary must include qualifications, accreditation, and relevant experience.

4. **Scope of Services**
The Scope of Services must include an explanation of how you will provide personalized tutoring services to students and the strategies you will use to meet our specified objectives. Include curriculum materials used, duration of time, instructional techniques, progress benchmarks and/or assessment measures.
5. **Communication Plan**
Describe your communication plan for informing the school district and parents of individual student progress.
6. **Vendor Qualifications**
Describe the required technical training and skills that your tutoring staff possesses.
7. **Contract Billing and Management Reports**
Describe your company's standard billing procedures and attach a sample invoice
8. **Cost**
Provide a pricing structure. Be sure to describe the prices for the totality of services including specificity of service, duration of time, instructional delivery method and ratio of students to tutors.
9. **References**
Provide references as listed below. The District prefers references from public sector agencies (e.g., school districts, municipalities).
 - a. Provide two references that currently use your academic intervention support services. For each reference include:
 - Site name and Location
 - Brief description of contracted services
10. **Guarantees**
Please review your organization's guarantees under the State of Minnesota.
11. **Terms of Agreement and Rate**
The term of the agreement should be based on the contracted services agreed for students beginning after July 1, 2021 and continuing through March 1, 2022. For this entire period, the vendor shall not increase or change the rates laid out in the initial contract. Any changes will take place only by means of a written amendment to the original agreement, duly executed by the District and the vendor.
12. **Additional Information and Requirements**
Briefly provide any other information that you wish to have considered in the selection process.