

To: All Bidders

From: Ryan Fealey, Director of Finance

Date: March 9, 2021

Re: RFP 21-06 In-Class Tutoring For Grade 9 Algebra 1 Students

ADDENDUM 2

Q&A

1. Is there a current tutoring program in place? **Yes** If so,
 - a. Is it internal or is there an incumbent provider? **Previous RFP awardee**
 - b. Is the current method of instruction in person, virtual or both? **In person**
 - c. For how long has the existing program been in place? **5+ years**
 - d. Does the existing program focus on Algebra I or does it have broader coverage?
Algebra I and pre-algebra concepts
2. What is the primary reason behind the need for tutors specifically in subject area of Algebra I? **Tier III Intervention for our lowest math achieving students.**
3. What day and month are the tutors of the successful bidder expected to start work?
August 23
4. On page 2, section Invitation to Bid/Overview of Services item iii, it indicates that the tutoring program should have a family communication component. Can more information be provided on the minimum expectations of this communication (verbal, written, frequency, etc.)? **There are no minimum expectations, but we see parent communication and engagement in learning as an essential ingredient to student success. I would like your thoughts on what that might look like to support these students**
5. On page 2, section ii, Provide Supervision & Training for Tutors, how does the district envision us supervising our tutors on district premise? **Tutors like teachers need quality supervision and training. Please share your plan.**
6. On page 3 in section A.2, Contract Agreement, it indicates that a sample copy of the Agreement is available at website, but the link takes you to a Page Not Found error message. Can this link be updated, or a copy of the contract be provided directly?
https://www.stamfordpublicschools.org/sites/g/files/vyhlif3841/f/uploads/sample_agreement_for_boe_rfp_packages_1.pdf

7. On page 11 Section C, Scope of Services, it indicates that the tutoring program is for up to 200 high school students in mathematics. How are students evaluated and identified to enroll in the tutoring program? **We use a combination of standardized test scores and grades from 8th grade. We typically select the lowest performing math students that do not require special education or ESL services.**
8. On page 11 Section C, Scope of Services, it indicates that tutors would provide tutoring services for no more than six periods per day.
 - a. How long is each period? **45 min**
 - b. Are there anticipated start and end times per day or does it vary based on day/student schedules? **7:15- 2:30**
 - c. For what length of time are the enrolled students tutored and how often does each student meet? **Daily for the school year; students get up to 180 in-person tutoring sessions**
9. Is there an expectation that the method of instruction for the services under this RFP be in person, virtual or combination?
 - a. If combination, who makes decision on the method of instruction for each student and is there an anticipated ratio of in person vs. virtual? **Must be in-person**
 - b. If the primary method of instruction is in person and a school must close due to COVID restrictions during the 2021-2022 program, will the successful bidder be able to continue with instruction using distance-learning methodologies? **Yes, we would transition to remote learning**
10. On page 11 Section C, Scope of Services, it indicates that the tutoring program should provide supervision. Can more information on the expectation for supervision be provided?
 - a. Specifically, is an on-site representative to supervise the tutors being requested? If so, what is expected coverage (at both locations and for each day, all day)? **See above**
11. On page 11 Section C, Scope of Services, it indicates that components of this project should include data to support the success of the program. Can additional information be provided on how success will be evaluated by SPS and is there criteria for adequate improvement? Is the district managing this aspect of the partnership or will this be expected of the successful bidder?
We expect the bidder to have their own internal evaluation system with regular internal data reporting. The district will continue to monitor student grades, attendance, and district and state assessments.
12. On page 11 Section C, Scope of Services, it indicates that components of this project should include the information about the content and instructions that tutors will provide to students and how personalization is addressed. Is it SPS's expectation that the successful bidder will use independent curriculum as basis for tutoring sessions or is it acceptable that the program provider leverages SPS's curriculum? We believe there is significant value in providing qualified tutors who fit the schools existing curriculum and student needs and as well as have strong methodology to align on these criteria. **It's perfectly appropriate to leverage our curriculum. We would need to understand how you would supplement and deliver the curriculum including the pedagogical practices you utilize.**

13. On pages 11-12 section C, Scope of Services, it indicates the consultant's minimum experience/knowledge. Are there any additional requirements for tutors such as education level, certifications? **Sure**
14. On page 12 section F, Proposal Submission, it indicates that proposals should be sent via the mail. Will proposals hand delivered in person by the due date (rather than mailed) be considered? **Yes, but you must follow health and safety protocols**
15. Are we supposed to complete and submit the "CORPORATE RESOLUTION" document as part of our response? (page 20 of RFP) **yes**
16. Please provide guidance on how to complete the "Contractor Verification" form. Specifically, who is supposed to sign it and who is supposed to complete Section 2, Part B? **This is to be completed by the corporation's president or secretary, or any person with legal authority to sign on the company's behalf.**
17. We understand you have requested printed copies. Due to COVID-19 and weather conditions, using Fedex or UPS is even difficult as they cannot guarantee delivery times. Is it possible to submit the proposal via email and ensure the printed copies requested are also provided. In that case, we can be assured the package is received timely?
Please follow requirement for Proposals Submission on page 12 of original RFP.
18. Can tutors from outside the United States be utilized for these services? **These tutors have tutored for us within the USA before. No.**