



Memorandum # 1 - RFP Question/Inquiries and Responses

To: All Prospective Bidders

Subject: Responses to Questions/Inquiries

In reference to the above Request for Proposal solicitation, the following question/inquiries were submitted, thus we are providing answers to each question below:

Question 1.- What daily schedule do you anticipate each tutor to work?

A: Depending on the school dismissal time, tutors will be expected to work from 2:45-5:00 pm, with some exceptions based on programming.

Question 2.- If a vendor generally does not provide tutoring to prepare for state testing and/or college entry exams, does this automatically disqualify the vendor?

A: No.

Question 3.- Will the district/school provide access to the curriculum, and materials used in the student's classroom for the tutor to leverage if the vendor does not maintain an independent curriculum?

A: No.

Question 4.- What is the anticipated volume of tutors needed?

A: The number of tutors is dependent upon the number of students identified for support by school sites.

Question 5.- What is the anticipated volume of students requiring tutoring?

A: The number of students requiring tutoring is dependent upon academic assessment data from school sites.

Question 6.- Is there an estimate of the number of students to be included in 1:1 versus small group tutoring sessions?

A: Not at this time.

Question 7.- What is the budget for tutoring services?

A: The budget for tutoring services is dependent on the number of students in need of support.

Question 8.- On page 4 of the RFP, it states: "The District reserves the right to conduct a background inquiry of the selected Vendor(s) which may include collection of contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal, Vendor consents to such an inquiry and agrees to make available such books and records deemed necessary to conduct the inquiry." Will you please clarify this?

A: The School District may request information from a possible vendor regarding their business transactions, employment histories, and references in the business community.

Question 9.- In addition, the reference "Appendix B", which doesn't appear to be part of the RFP.

A: [Appendix B](#)

Question 10.-For the reference requirement, can you clarify what public agencies are, or provide an example?

A: School districts, Charter Management Organizations, and the like.

Question 11.- In what format do you want to see tutoring staff experience and qualification, and what details are required (e.g., years of experience, degree, certification, other)?

A: Please provide a table with tutor names, certification and years of experience.

Question 12.- Insurance-What is the requirement for onsite teachers? What kind of insurance would I need to provide this service?

A: [See the response to question 9.](#)

Question 13.- A proposal form/ vendor response form is mentioned throughout; however, none is provided, should we just complete the RFP answering the following questions listed in the packet or will attachment 1 be forthcoming?

A: [Please complete the RFP answering the questions in the packet.](#)