

Tutoring Matrix

CRITERIA CHECKLIST

*Prior to use, update criteria as needed to be consistent with RFP.
Update basis for scoring to have qualitative scoring details.

Scores Available from 1-5. Basis for scoring must be listed with specific examples.

1. Performance Requirements/Specifications	SERVICE # 1	SERVICE # 2	SERVICE # 3	SERVICE # 4	SERVICE # 5	BASIS FOR SCORE
Tutoring services will be provided by an educator who is certified in the appropriate content area. A PA Certification is preferred, but a reciprocal state certification is acceptable as long as the tutor has knowledge of PA Standards.						
Tutoring program will provide monthly updates as well as quarterly progress reports for all students						
Tutoring services will collect feedback from families before and after participating in a series of tutoring sessions						
Tutoring service is able to provide either in-person tutoring or virtually and will provide access to a virtual space for learning.						
Tutoring service is able to provide on-demand homework help.						
Tutoring service is able to provide 1:1 and/or small group high dose tutoring in groups of 10 sessions (50-60 minutes each).						
Tutoring service is able to provide virtual instruction (if applicable) using both visual and auditory formats.						
Tutoring services provide opportunity for back-and-forth conversation between the student and the tutor in "real time" (if virtual)						
Tutoring service is able to offer sessions to families at a time that works best for them including the evening and weekends.						
Tutoring service works directly with the families to schedule sessions and reports back to the Assistant Superintendent for Teaching and Learning.						
Average Score						
2. Consistency of Service	SERVICE # 1	SERVICE # 2	SERVICE # 3	SERVICE # 4	SERVICE # 5	BASIS FOR SCORE
Attendance guarantee and provision of alternate professional staff						

Average Score						
3. Cost	SERVICE # 1	SERVICE # 2	SERVICE # 3	SERVICE # 4	SERVICE # 5	BASIS FOR SCORE
Cost of Service per set of 10 session (50-60 minutes/session)	0	0	0	0	0	
Flexibility available with regards to scheduling and missed sessions						
Average Score	0	0	0	0	0	

*Change weights based on company requirements. Total score should = 1.00

CRITERIA SCORES	WEIGHT	SERVICE #1 WEIGHTED SCORE	SERVICE #2 WEIGHTED SCORE	SERVICE #3 WEIGHTED SCORE	SERVICE #4 WEIGHTED SCORE	SERVICE #5 WEIGHTED SCORE	NOTES
1. Performance Requirements/Specifications	0.50	0.00	0.00	0.00	0.00	0.00	
2. Consistency of Service	0.10	0.00	0.00	0.00	0.00	0.00	
3. Cost	0.40	0.00	0.00	0.00	0.00	0.00	
Total Score	1.00						