



**Stamford Public Schools**

EXCELLENCE IS THE POINT.

To: All Bidders  
From: Vivens Joachim, BOE Management Analyst/Purchasing Agent  
CC: Ryan Fealey, Director of Finance; Jeanie Valentine, Buyer  
Date: January 3, 2023  
RE: RFP 22-23 Special Education Tutoring Services

#### ADDENDUM 1

#### VENDOR QUESTIONS & ANSWERS

1. RFP 22-23 looks nearly identical to RFP 22-19. Can you please explain why this RFP is being reissued?  
**SPS received limited responses that were able to provide in-person tutoring.**
2. Is there any expectation that bidders will respond to both RFP 22-23 and 22-24? Is there any preference given to vendors who can provide both services?  
**All responses will be considered individually. There will be no preference for those who can provide both.**
3. Does the criteria for tutors set out in Section C.3 apply to both in-school and home-based tutor needs, as set out in Section C.1? As the RFP currently reads, the home-based tutors specify that the Special Education certification is required, while the in-school tutors do not specifically list that this certification is necessary in Section C.1. Please clarify. Additionally, in Section C.3, it appears that teachers may be certified in Special Education, English, History/Social Studies, Biology, General or other Science, Reading or Elementary from the State of CT Department of Education. Can you please clarify exactly in which instances a teacher needs to be Special Education certified, as opposed to one of the other listed certifications?  
**Special education certification will be required for the implementation of specific special education services.**
4. Can home-based tutoring be performed virtually, or must a special education teacher be physically present in the student's home?  
**Depending on specific needs, virtual tutoring may be considered however in-person tutoring is preferred.**
5. Can in-school tutoring be structured as small group tutoring, or is one-on-one tutoring preferred?  
**In-school tutoring may occur in small groups or individual settings based on student need.**

6. For the professional references, do you prefer school-based references (such as principals and/or vice principals), or district level contract administrators (such as procurement officers and/or human resource directors)?

**School-based references are preferred.**

7. On the Contractor Verification form, Section II, Part A, which employee(s) of the contractor should this question be answered with respect to? Can this be completed with respect to only the CEO/Founder of the company, who will be overseeing any contract with SPS?

**Part A of the form stipulates: "On a separate sheet of paper, please list the name, address and telephone number of each current or former employer, if such current or former employer was a local or regional board of education, a governing council of a state or local charter school, or inter-district magnet school operator, or if such employment otherwise caused you to have contact with children."**

8. Does our RFP submission need to include a corporate resolution, like the sample provided?

**YES**

9. For in-person tutoring, will the school guarantee a certain number of hours per day?

**The total number of hours will be based on individual student needs.**

10. Will virtual tutoring be an option?

**Virtual tutoring is an option depending on student needs however SPS is also in need of in-person tutors.**

**All other specification and requirements remain unchanged.**