



ADDENDUM NO. 1

BID NO. 25.26.0805 TUTORING SERVICES

This addendum modifies the original Bid document issued on November 6, 2025, and Addendum No. 1 dated November 21, 2025, as described below. Please acknowledge receipt of all addenda in the designated space on the **BID FORM /SIGNATURE PAGE**.

- Q1. Will virtual-only tutoring be considered for this RFP, or is the district (SUPERINTENDENT) looking for in-person tutoring with virtual hours only to accommodate students as necessary?**

ANSWER: *In-person tutoring is required; however, proposals that include a hybrid model combining both in-person and virtual instruction will be considered. Fully virtual-only tutoring models will not be accepted.*

- Q2. Are you considering virtual services or only in-person services?**

ANSWER: *In-person tutoring is required; however, proposals that include a hybrid model combining both in-person and virtual instruction will be considered. Fully virtual-only tutoring models will not be accepted.*

- Q3. Will the District (SUPERINTENDENT) consider a model in which services are provided fully virtually, or is an in-person component required?**

ANSWER: *Fully virtual-only tutoring models will not be accepted. In-person tutoring will be required.*

- Q4. What is the budget ceiling or anticipated funding allocation for this RFP?**

ANSWER: *The anticipated funding allocation for this RFP is approximately \$70,000.*

- Q5. What is the source of funding for the tutoring services outlined in this solicitation (e.g., federal, state, county, grant-based)?**

ANSWER: *Federal funds, including applicable grant allocations, will be used to support this program.*

- Q6. Must our tutoring sessions last 4 hours each day, or must we simply be available to provide tutoring for 4 hours each day?**

ANSWER: *Tutors must be on-site and available for a full 4-hour daily block.*

- Q7. Is the district (SUPERINTENDENT) interested in reviewing proposals from organizations such as ours [BookNook]?**

ANSWER: *The district (SUPERINTENDENT) will consider proposals only from organizations that can provide in-person tutoring services. Fully virtual models will not be eligible.*

Q8. Will SBCSS consider a fully virtual response, hybrid tutoring style or will on site tutoring be required?

ANSWER: *A fully virtual tutoring model will not be accepted. All tutoring must include an in-person delivery model to meet program requirements.*

Q9. What is the pay schedule (i.e. monthly invoicing)? Are terms of payment net 30? Is there a cap % increase per year?

ANSWER: *The SUPERINTENDENT follows a monthly invoicing schedule, and payment terms are Net 30. Any request for a rate increase must be submitted in writing to the SUPERINTENDENT for review. The SUPERINTENDENT reserves the right, at their sole discretion, to approve or decline any proposed increase in cost. No price adjustments are effective without prior written approval.*

Q10. Will this be an Outcome-Based Contract (OBC) or delivery of services?

ANSWER: *This agreement includes components of both outcome-based expectations and service delivery requirements.*

Q11. Will proposals be accepted from vendors that can provide tutoring for one subject (such as math or ELA) only, or will the awarded vendor be required to provide tutoring for all subjects (as needed)?

ANSWER: *Vendors are expected to provide tutoring across all core subjects, with a minimum requirement of ELA and Math.*

Q12. Is there a vendor(s) that currently provides these services to the county?

ANSWER: *At this time, no vendor is contracted to provide tutoring services.*

Q13. Is this award for High Impact Tutoring or general tutoring?

ANSWER: *The program incorporates elements of both High-Impact Tutoring and general tutoring, depending on student needs and instructional context. Vendors should be equipped to support both models.*

Q14. If looking for High-Impact tutoring, what is the expectation of time per tutoring group session (ie: 30 minute sessions, 45 minutes, etc.)? If looking for general tutoring, what is the expectation of time per tutoring group or session or is it expected to be used more as needed during the wide time-range provided in the RFP?

ANSWER: *Tutoring sessions will be scheduled for no less than one instructional block or class period. Session lengths may be adjusted for specific student needs, such as IEP-driven session durations.*

Q15. Regarding TB testing: will this be required of an all-virtual tutoring team with no in-person contact?

ANSWER: *This requirement is not applicable because tutoring must be provided in person. All in-person staff must comply with required health and safety clearances.*

Q16. If looking for High Impact Tutoring, have you established a ratio of students to tutor? Research shows the most effective tutoring happens in small groupings, <4 students to 1 tutor.

ANSWER: *The maximum student-to-tutor ratio will be no more than four students per tutor.*

Q17. Once awarded, will the SBCCS manage the assignment of schools for tutoring?

ANSWER: *Yes, SBCSS (SUPERINTENDENT) will coordinate and assign school placements for tutoring services.*

Q18. Pertaining to the potential 5-year maximum contract term, will the San Bernardino County Superintendent of Schools permit annual cost escalations or Cost of Living Adjustments (COLA) for renewal years? If permitted, is there a specified percentage cap (e.g., 3%, 5%, or tied to CPI) that SBCSS will not exceed?

ANSWER: *Any request for a rate increase must be submitted in writing to the SUPERINTENDENT for review. The SUPERINTENDENT reserves the right, at their sole discretion, to approve or decline any proposed increase in cost. No price adjustments are effective without prior written approval.*

Q19. Regarding the requirement labeled 'Hours Per Day 4 hours/day Typically, 9:00 a.m. – 1:00 p.m.,' could the District (SUPERINTENDENT) please clarify if this 4-hour block represents the service window during which tutoring must be available, or the specific dosage required per student? Specifically, are students expected to receive four continuous hours of instruction, or will students rotate through shorter sessions (e.g., 30–60 minutes) within this timeframe?

ANSWER: *Tutoring is not expected to be delivered as 4 continuous hours per student. Students will rotate through sessions aligned to instructional periods, with shorter sessions permitted for specific needs such as IEP-based accommodations.*

Q20. Would SBCSS be open to negotiating the termination for convenience clause to allow a 30-day notice period instead of 10 days? This adjustment would help us comply with the California WARN Act, which requires employers with 50 or more employees to provide at least 30 days' notice prior to certain terminations or layoffs.

ANSWER: *Yes, SUPERINTENDENT is willing to consider a 30-day notice period to support vendor compliance with the California WARN Act and operational planning.*

Q21. Given the tight turnaround time between award and contract start date, would SBCSS allow a phased ramp-up period for staffing and service delivery? This would help ensure quality onboarding, compliance with background checks, and smooth implementation without compromising service standards. Is there an exact start day in mind?

ANSWER: *Yes, a phased implementation period may be permitted to ensure appropriate onboarding, staffing, and compliance measures. The exact start date will be communicated upon award.*

Q22. Could you please confirm the funding source being used for this program? We want to ensure that our proposal and compliance measures align fully with the requirements associated with that funding source.

ANSWER: *Federal funds, including applicable grant allocations, will be used to support this program.*

Q23. Would you prefer pricing to be presented as hourly rates per student and per tutor, or should we provide only our staffing (tutor) rates?

ANSWER: *Pricing should be presented as staffing (tutor) rates only.*

Q24. Is the vendor selected going to be responsible for recruiting students, or will SBCSS be selecting/registering students for the program?

ANSWER: *SBCSS (SUPERINTENDENT) will identify and select students to participate in tutoring.*

Q25. Is the district (SUPERINTENDENT) awarding multiple vendors or just one?

ANSWER: *SBCSS (SUPERINTENDENT) may consider multiple awards if several high-quality proposals are received and funding capacity allows.*