



Request for Proposal  
Tutorial Services  
Due Date:  
October 26, 2022

**IMPORTANT NOTICE TO ALL BIDDERS / PROPOSERS:** Chapel Hill-Carrboro City School reserves the right to disqualify incomplete proposals, waive minor defects, as it deems applicable, in the written proposals, to request additional information from any respondent, change or modify the scope of the project at any time, without any penalty, negotiate terms with one or more of the respondents, reject any or all proposals, without a penalty, and take any steps necessary to act in CHCCS's best interest. Bids / proposals will not be considered for award if received by Chapel Hill-Carrboro City School after the official closing date and time.

## **Introduction**

The Chapel Hill Carrboro City School System is seeking proposals from interested service providers that provide tutoring to students during Out-of-School-Time/In-School-Time. We are interested in organizations and companies that specialize in serving grade 6-12 students. The primary purpose of this Request for Proposals (RFP) is to assess the marketplace, ascertain viable service providers available, and select a set of providers that will be part of a portfolio of providers to serve students in the Chapel Hill Carrboro City Schools

## **Background**

Chapel Hill-Carrboro City Schools (CHCCS) is a school district which educates over 12,000 students (pre-K through 12th grade) in the southeastern part of Orange County, North Carolina. CHCCS schools are listed below:

### **Elementary Schools**

**Carrboro Elementary**  
**Ephesus Elementary**  
**Estes Hills Elementary**  
**Frank Porter Graham**  
**Glenwood Elementary**  
**McDougle Elementary**  
**Morris Grove Elementary**  
**Rashkis Elementary**  
**Mary Scroggs Elementary School**  
**Seawell Elementary**  
**Northside Elementary**

### **Middle Schools**

**Grey Culbreth Middle School**  
**McDougle Middle School**  
**Phillips Middle School**  
**Smith Middle School**

### **High Schools**

**Carrboro High School**  
**Chapel Hill High School**  
**East Chapel Hill High School**  
**Phoenix Academy**

## **Request for Proposal Overview**

This Request for Proposal (RFP) documents Chapel Hill-Carrboro City School (CHCCS) requirements for tutorial services for CHCCS students.

This RFP is intended to allow Chapel Hill-Carrboro City School a basis for evaluating and selecting the proposal best suited to the District's needs. The acceptance of a proposal does not obligate Chapel Hill-Carrboro City School to purchase tutorial services from any supplier who submits a proposal. Chapel Hill-Carrboro City School reserves the right to reject any or all proposals and to make a decision in the best interest of the district. CHCCS reserves the right to choose any proposal, even if the bid is not the lowest. All costs for proposal preparation are the responsibility of the vendor. After receipt of the proposal, and prior to signing the contract, Chapel Hill-Carrboro City School reserves the right to modify the services to be received by adding or deleting services.

The winning bid will be based on its merit consisting of cost, bidder's reputation, references, and the ability to meet the District's time schedule, service after-the-fact and the best all-around interest to the Chapel Hill-Carrboro City School.

Chapel Hill-Carrboro City School is looking for vendors to provide tutoring services that can meet the federal definition of "evidence-based", as outlined in the Every Student Succeeds Act (ESSA), and are aligned with the North Carolina standard course of study (grade-level standards).

Any vendor's solution to this RFP must meet or exceed Chapel Hill-Carrboro City Schools requirements.

## **Customer Contacts and Requirements**

All questions about the RFP or Chapel Hill-Carrboro City School requirements must be submitted in writing via email to the following contact:

Contact Name: Dr. Robin Buckrham, Executive Director Secondary Schools

Email Address: [rbuckrham@chccs.k12.nc.us](mailto:rbuckrham@chccs.k12.nc.us)

Questions must be submitted in writing and all questions and answers will be posted on the Bids and Proposals page of [www.chccs.org](http://www.chccs.org) at the end of each week. **The last day to submit questions is October 19, 2022.** Only questions answered in writing will be considered binding.

**Proposal Filing Date**

**All proposals must be received via e-mail no later than 5:00 PM on October 26, 2022.**

Proposals after this time will not be accepted. We are not responsible for late or misdirected mail.

**Electronic submissions are required. Vendors are responsible for following up upon sending the email proposal to ensure that it is received**

Proposals must be submitted to: [rbuckrham@chccs.k12.nc.us](mailto:rbuckrham@chccs.k12.nc.us)

Vendors may confirm receipt of their proposals to Dr. Robin Buckrham by email: [rbuckrham@chccs.k12.nc.us](mailto:rbuckrham@chccs.k12.nc.us) and/or by phone 919-967-8211 Ext 28909

### **Scope of Work**

Chapel Hill Carrboro City Schools is soliciting tutoring assistance to provide academic remediation, particularly to mitigate learning loss due to the closing of schools because of the COVID- 19 pandemic. Research has shown that the greatest learning loss for students from pandemic-related closures will be in Mathematics and Literacy. In an effort to combat this, CHCCS would like to partner with a tutorial company to provide instructional assistance through tutoring for our secondary students grades(6-12) in our district. CHCCS is looking for a diverse group of tutors, to collaboratively provide support to students throughout the 2022-2023 school year. All participating tutors will be required to attend training sessions which will focus on best practices and pedagogical strategies using CHCCS curricular resources.

CHCCS serves nearly 12,000 of diverse youth, across 20 schools, with a focus on equitable outcomes for all students. The Instructional Services Division is also seeking tutors who are bilingual and can tutor our growing population of English Learning Students.

CHCCS is seeking proposals for Out-of-School Time/In-School tutoring services from service providers that will:

- Offer tutoring services in one or more of the following subject areas:
  - English Language Arts and Reading (grades 6-12)
  - Mathematics (grades 6-12)
  - Science (grade 8)
  - Math I (grades 6-12)
  - Math II (high school only)
  - English II (high school only)
  - Biology (high school only)
  - Math III (high school only)
- Provide tutoring services that can meet the federal definition of “evidence-based”, as outlined in the Every Student Succeeds Act (ESSA), and are aligned with the North Carolina standard course of study (grade-level standards)
  - NC standard course of study:  
<https://www.dpi.nc.gov/districts-schools/classroomresources/academic-standards/standard-course-study>
- Regularly progress monitor student academic progress, using district provided assessment tools and platforms, and will adhere to conditions outlined in district provided data sharing agreements.
- Offer tutoring in-person and virtually, at a CHCCS facility or virtually.
- Provide tutors that are well trained and culturally competent.
- Provide tutors with on-going support, development and oversight.

- Regularly (at least monthly) engage families of students served , and make the needed efforts to engage families if/when a student’s family does not speak English.
- Will play an active role in student recruitment and retention to maximize student service hours.
- Offer services at a competitive per-student rate, to be charged to the district.
- Be willing to be paid per-student per tutoring session.
- This project will consist of providing tutorial services to secondary students (grades 6-12) in the CHCCS school system from November 2022 to April 2023. Contractor will provide all needed labor and equipment, along with curriculum materials that align with the CHCCS resources and tools. Contractor will coordinate schedule(s) with CHCCS that will include times of services and specific school locations.

### **RFP Questions and Areas of Interest**

This Request for Proposals is a means of information gathering to inform a purchasing decision. We ask that all submissions address targeted areas of interest.

1. Please provide an overview of your tutoring services that includes: 1) subject areas offered (see list above), 2) grade levels you can serve, 3) a description of materials or program that will be used, 4) tutor to student ratio, 5) desired frequency of tutoring sessions, and 6) overall tutoring approach or methodology.
2. Please confirm the service delivery model that will be employed. Specifically, state whether tutoring services will be provided in-person, in a CHCCS facility, in-person at a community-based facility, and/or virtually. More than one option can be specified. Please specify if weekend services can/will be offered. Additionally, please outline any co-curricular activities that would be offered as a part of your programming.
3. Please designate which of the above service times you can provide services (in school or out of school).
4. Please provide evidence that the tutoring services to be offered are:
  - Evidence-based, according to the federal definition of the designation (as outlined in ESSA). Please state explicitly whether the tutoring services have a strong evidence base, moderate evidence base, promising evidence base, or based on high quality research findings. Please provide specific citations and links to articles or papers that can serve as evidence of your tutoring program’s evidence base.
  - Aligned with North Carolina standard course of study (grade-level standards).
5. Please specify how tutoring will be tailored to meet the individual needs of each student. Include in response how each student’s academic progress will be monitored.
6. Please state what type of staffing model will be utilized. Specifically, will tutors be volunteers, full-time staff, AmeriCorps members, part-time staff, all adults, near-peers, etc. Please state the expected skills, competencies, experience, and certifications or degrees (if any) eligible tutors should possess to be considered by your organization.

7. Please detail your staff/tutor training model and commitments. What orientation will tutors receive before providing tutoring services? Please specify content and service hours (if any). What pre-service training will tutors receive before providing tutoring services? Please specify content and service hours (if any). What on-going training will tutors receive before providing tutoring services? Please specify content and service hours (if any).

8. Please confirm your projected service capacity. How many students can your organization serve overall, across schools? Please confirm your organization's minimum service load to be financially viable (if any).

9. Organizations selected will be paid a prorated per-student per-session pay rate. As such, organizations will be expected to aid in student family recruitment and retention. Please describe student/family recruitment and retention efforts to be deployed by your organization to maximize both the number of students served and the number of hours of tutoring provided to each student. Examples of previous efforts or resources used are welcome and invited.

10. Please describe family engagement and communication efforts for each student who will receive services. Which modes of communication will be employed? How frequently will families be communicated with during a semester? Which languages can your organization communicate with families in beyond English?

11. What CHCCS resources would you need to deliver your tutoring services? Would student devices be needed? Will CHCCS facilities be required?

12. Please outline your per student per session cost structure and what the total projected costs of utilizing your organization's services. Please distinguish between school-year and summer cost structures.

## **The Base Bid**

**All bids must be submitted on the attached itemized Bid Financial Worksheet (Attachment B.) We are asking for your pricing based on your standard wages and based on a living wage of a minimum of \$15.40/hr.**

**Amendment**

**10/18/22**

**All bids must be submitted on an itemized Bid Financial Worksheet of your choice.**

### **Submission**

For a submission to be considered, it must be complete and include the following:

1. Signed "Signature Page"
2. Completed Financial Worksheet of your choosing showing itemized annual costs.
3. Information from Sections 2 and 3 above: experience, background, references and litigation/claims history.

Consistent with [Policy Code: 6402 Participation by Historically Underutilized Businesses](#), CHCCS encourages bids by Historically Underutilized Businesses.

### **Obligations of Provider**

Provider hereby agrees to provide services to the School System as follows:

To provide tutorial services based on the standards in this document for the duration of the contract/school year. Work will be completed in a timely manner acceptable to the School System in full compliance with the terms and conditions of the contract, including any documents incorporated by reference. Acceptable transport times will be agreed upon by the vendor and district. Changes may need to occur if issues arise.

### **Qualifications of Provider**

Provider warrants that all agents or employees of Provider who will provide services under this Contract will be fully qualified, possess any requisite licenses, and otherwise be legally entitled to perform the services provided, and shall exercise the skill and care customarily exercised by duly licensed and qualified providers of the same or similar services.

### **Insurance**

Provider agrees to maintain Commercial General Liability in the amount of \$1,000,000 each occurrence of, Personal & Advertising Injury with \$2,000,000 General Aggregate, and \$2,000,000 Products/Completed Operations Aggregate. Provider shall maintain \$1,000,000 in automobile liability, and other appropriate insurance, as well as Workers Compensation in the required statutory amount for all employees participating in the provision of services under this Contract. The CHCCS Board of Education shall be named by endorsement as an additional insured on the General and Automobile Liability policies.

Certificates of such insurance shall be furnished by Provider to the School System and shall contain an endorsement to provide the School System at least 10 days' written notice of any intent to cancel or terminate by either Provider or the insuring company. Failure to furnish



insurance certificates or maintain such insurance shall be a default under this Contract and shall be grounds for immediate termination of this Contract.

### **Lunsford Act**

Provider also acknowledges that G.S. § 14-208.18 prohibits anyone required to register as a sex offender under Article 27 A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. Provider shall conduct or arrange to have conducted, at its own expense, sexual offender registry checks on each of its owners, employees, agents and subcontractors ("contractual personnel") who will engage in any service on or delivery of goods to School System property or at a School System sponsored event, except checks shall not be required for individuals who are solely delivering or picking up equipment, materials, or supplies at: (1) the administrative office or loading dock of a school; (2) non-school sites; (3) schools closed for renovation; or (4) school construction sites. The checks shall include at a minimum checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry ("the Registries"). For Provider's convenience only, all of the required registry checks may be completed at no cost by accessing the United States Department of Justice Sex Offender Public Website at <http://v.ww.nsopw.gov/>. Provider shall provide certification on the Sexual Offender Registry Check Certification Form (Attachment A) that the registry checks were conducted on each of its contractual personnel providing services or delivering goods under this Contract prior to the commencement of such services or the delivery of such goods. Provider shall conduct a current initial check of the registries. The sex offender registry checks shall be conducted within 30 days of Provider's execution of the Contract and prior to performing any services on School System property. In addition, Provider agrees to conduct the registry checks and provide a supplemental certification form before any additional contractual personnel are used to deliver goods or provide services pursuant to this Contract. Provider further agrees to conduct annual registry checks of all contractual personnel and provide annual certifications at each anniversary date of this Contract. Provider shall not assign any individual to deliver goods or provide services pursuant to this Contract if said individual appears on any of the listed registries. Provider agrees that it will maintain all records and documents necessary to demonstrate that it has conducted a thorough check of the registries as to each contractual personnel, and agrees to provide such records and documents to the School System upon request. Provider specifically acknowledges that the School System retains the right to audit these records to ensure compliance with this section at any time in the School System's sole discretion. Failure to comply with the terms of this provision shall be deemed a material breach of the Contract. If requested by the School System, the Provider shall provide sufficient background information regarding any or all contractual personnel who may deliver goods or perform services under this contract in order to allow the School System to perform a criminal background check on each individual at the School System's expense. Provider further agrees that it has an ongoing obligation to provide the School System with the name of any new contractual personnel who may deliver goods or provide services under the Contract. The School System reserves the right to prohibit any contractual personnel of Provider from delivering goods or providing services under this Contract if the School System determines, in its sole discretion, that such contractual personnel may pose a threat to the safety or well-being of students, school personnel or others, or if such contractual personnel may otherwise pose a risk to the School System's operations. Failure to comply with the terms of this provision shall be deemed a material breach of the Contract.

### **Criminal Background Checks**

Provider shall conduct criminal record and background checks on all Contractual Personnel who will perform services pursuant to this Contract on School System property or at School System events. The criminal background checks shall be conducted within 30 days of Provider's execution of the Contract and prior to performing any services on School System property. Provider shall provide the results of said checks to School System within five (5) business days of receipt and shall not assign any Contractual Personnel to provide services under the Contract if said worker has been convicted of or pled no contest to (1) any felony; (2) any crime, whether misdemeanor or felony, involving violence, illegal drugs, theft, child abuse, sexual harassment, sexual abuse, or personal impropriety of a sexual nature with regard to any other person; or (3) any other crime or conduct reasonably indicating that the Contractual Personnel poses a threat to the safety or well-being of School System's students, personnel, or property. In addition, the Provider shall obtain all authorizations necessary for the School System to conduct additional criminal record and background checks at its sole expense at any time during the term of this Contract. If School System chooses to exercise this right, Provider shall, within five (5) business days of School System's request, provide the full name, date of birth, and state of residency for the past ten years for all Contractual Personnel providing services under the Contract, along with any other information reasonably requested by School System for purposes of performing criminal record and background checks. Without modifying or waiving any of Provider's obligations under this provision, School System reserves the right to prohibit any Contractual Personnel from providing services under this Contract if the School System determines, in its sole discretion, that said Contractual Personnel has not undergone a criminal record and background check in accordance with this provision or if the results of such criminal record and background check reasonably indicate that the said Contractual Personnel may pose a threat to the safety or well-being of students, school personnel, or others.

### **Anti-Nepotism**

Provider warrants that, to the best of its knowledge and in the exercise of due diligence, none of its corporate officers, directors, or trustees and none of its employees who will directly provide services under this Contract are immediate family members of any member of the CHCCS Board of Education or of any principal or central office staff administrator employed by the School System. For purposes of this provision, "immediate family" means spouse, parent, child, brother, sister, grandparent, or grandchild, and includes step, half, and in-law relationships. Should Provider become aware of any family relationship covered by this provision or should such a family relationship arise at any time during the term of this Contract, Provider shall immediately disclose the family relationship in writing to the Superintendent of Schools. Unless formally waived by the School System, the existence of a family relationship covered by this Contract is grounds for immediate termination by School System without further financial liability to Provider.

## ATTACHMENT A

### List of CHCCS Schools Locations

#### Elementary Schools

<b>School Name</b>	<b>Address</b>	<b>City</b>
Carrboro Elementary	400 Shelton Street	Carrboro
Ephesus Elementary	1495 Ephesus Church Rd	Chapel Hill
Estes Hills Elementary	500 Estes Dr	Chapel Hill
FP Graham Elementary	101 Smith Level Road	Chapel Hill
Glenwood Elementary	2 Prestwick Rd	Chapel Hill
Lincoln Center & Phoenix	750 S. Merritt Mill Road	Chapel Hill
Morris Grove Elementary	215 Eubanks Road	Chapel Hill
Northside Elementary	350 Caldwell Street	Chapel Hill
Rashkis Elementary	601 Meadowmont Lane	Chapel Hill
Scroggs Elementary	501 Kildaire Road	Chapel Hill
Seawell Elementary	9115 Seawell School Road	Chapel Hill

#### Secondary Schools

<b>School Name</b>	<b>Address</b>	<b>City</b>
Carrboro High School	201 Rock Haven Road	Chapel Hill
Culbreth Middle School	225 Culbreth Road	Chapel Hill
East Chapel Hill High School	500 Weaver Dairy Road	Chapel Hill
McDougle Middle School Campus	900 Old Fayetteville Road	Chapel Hill
Phillips Middle School	606 N Estes Drive	Chapel Hill
Smith Middle School	9201 Seawell School Road	Carrboro

Signature Page

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Name of Owner or Authorized  
Representative of the company submitting and signing bid.

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Signature of Owner or Authorized  
Representative of company submitting  
bid.

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Date

