



## **Chapel Hill-Carrboro City Schools**

### **Secondary Tutorial Services**

# **REQUEST FOR PROPOSAL AND SCOPE OF WORK SPECIFICATIONS**

**Due Date: Tuesday, September 19, 2023 by 5:00 pm**

Chapel Hill-Carrboro City Schools  
750 South Merritt Mill Road  
Chapel Hill, NC 27516

Contact:

Arrica Moseley DuBose

Executive Director of Curriculum and Instruction for Elementary Education and Federal Programs

[adubose@chccs.k12.nc.us](mailto:adubose@chccs.k12.nc.us)

&

Dr. Robert Bales

Executive Director of Curriculum and Instruction for Secondary Education and Academic Programs

[rbales@chccs.k12.nc.us](mailto:rbales@chccs.k12.nc.us)

## **IMPORTANT NOTICE TO ALL BIDDERS / PROPOSERS**

### **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 and Background

## **Introduction**

The Chapel Hill Carrboro City School System is seeking proposals from interested service providers that provide tutoring to students. We are interested in organizations and companies that specialize in serving 6-12. 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

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 School's 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 contacts:

- Contact Name: Arrica Moseley DuBose, Executive Director of Curriculum & Instruction for Elementary Education and Federal Programs  
Email Address: [adubose@chccs.k12.nc.us](mailto:adubose@chccs.k12.nc.us)
- Contact Name: Robert Bales, Executive Director of Curriculum and Instruction for Secondary Education and Academic Programs  
Email address: [rbales@chccs.k12.nc.us](mailto:rbales@chccs.k12.nc.us)
- **The last day to submit questions is September 8, 2023 by 5:00 pm.**
- Only questions answered in writing will be considered binding.

## **Proposal Filing Date**

### **Proposal Filing Date**

All proposals must be received no later than 5:00 PM on September 19, 2023. Proposals after this time will not be accepted. We are not responsible for late or misdirected mail. Proposals must be submitted to: Arrica Moseley DuBose, Executive Director of Curriculum and Instruction for Elementary Education and Federal Programs and Dr. Robert Bales, Executive Director of Curriculum and Instruction for Secondary Education and Academic Programs.

CHCCS cannot guarantee that paper copies sent to our office will be received. In order to confirm participation in the process, vendors should confirm receipt of their proposals to Arrica DuBose by email: [adubose@chccs.k12.nc.us](mailto:adubose@chccs.k12.nc.us) and Dr. Robert Bales [rbales@chccs.k12.nc.us](mailto:rbales@chccs.k12.nc.us) or by phone at 919-967-8211.

**Sealed proposal packages must be received no later than  
5:00 pm, Tuesday, September 19, 2023**

Proposals must be clearly marked with  
“RFP Tutorial Services, Attention Arrica Moseley DuBose  
and across the seal “Do Not Open-Confidential”

Proposals must be sent by mail, email  
([adubose@chccs.k12.nc.us](mailto:adubose@chccs.k12.nc.us) and [rbales@chccs.k12.nc.us](mailto:rbales@chccs.k12.nc.us)

or hand delivered to:

Chapel Hill Carrboro Schools  
750 South Merritt Mill Road  
Chapel Hill, North Carolina 27516

# Scope of Work

## Scope of Work

Chapel Hill Carrboro City Schools is soliciting tutoring assistance in mitigating learning loss due to the closing of schools because of the COVID-19 pandemic. Research has shown that the greatest learning loss for students will be in Literacy. In an effort to combat this, CHCCS would like to partner with a tutorial service to provide instructional assistance through tutoring for our elementary students in our district. CHCCS is looking for a diverse group of tutors, to collaboratively provide support to all students throughout the 2023-24 school year. All participating tutors will be required to attend training sessions that will focus on best practices and pedagogical strategies using CHCCS curricular resources.

CHCCS serves nearly 12,000 diverse youth, across 20 schools, with a focus on equitable outcomes for all 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 K-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 a community-based facility, or virtually.
- Provide tutors that are well-trained and culturally competent.
- Provide tutors with ongoing 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 in the CHCCS school system from September to June 2024. A contractor will provide all needed labor and equipment to include, but not limited to, needed curriculum supplies that align with the CHCCS resources and tools. A contractor will coordinate schedule(s) with CHCCS that will include times of services and specific school locations.

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

### **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.
3. Please designate which of the above service periods you can provide services.
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 ongoing 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 the family engagement and communication efforts for each student serviced. 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 the total projected costs of utilizing your organization's services. Please distinguish between school-year and summer cost structures.

The specifications of work include:

Working with and providing students with tutorial services during the school day or after school hours to align with our curriculum and specific student needs.



# RFP Information

## **Submission**

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

1. Signed "Signature Page"
2. Completed Financial Worksheet
3. Completed Affidavit A or B "Identification of Minority Business Participation"
4. Experience, background, references and litigation/claims history.

## **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
McDougle Elementary School	890 Old Fayetteville 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	Carrboro
Chapel Hill High School	9217 Seawell School 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	900 Old Fayetteville Road	Chapel Hill
Phillips Middle School	606 N Estes Drive	Chapel Hill
Phoenix Academy High School	750 S. Merrit Mill Road	Chapel Hill
Smith Middle School	9201 Seawell School Road	Chapel Hill

**ATTACHMENT B**

Signature Page

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

\_\_\_\_\_  
Signature of Owner or Authorized  
Representative of the company submitting  
bid.

\_\_\_\_\_  
Date

**Total Base Bid Amount:**     \$

**Total Base Bid Amount with Living Wage**     \$  
**Minimum:**



# State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_ (Name of Bidder)

I have made a good faith effort to comply under the following areas checked:

**Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive.** (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_

Name of Authorized



Officer:  
Signature:

Title:

State of \_\_\_\_\_, County of

Subscribed and sworn to before me this

day of

20

Notary Public

My commission expires

**State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract  
with Own Workforce.**

County of \_\_\_\_\_

Name of Bidder) \_\_\_\_\_

Affidavit of \_\_\_\_\_

I hereby certify that it is our intent to perform 100% of the work required for the \_\_\_\_\_ contract.

(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: \_\_\_\_\_

Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_



\_\_\_\_\_

Title: \_\_\_\_\_

State of \_\_\_\_\_

, County of \_\_\_\_\_

Subscribed and sworn to before me this Notary Public

day of \_\_\_\_\_, 20\_\_\_\_ \_\_\_\_\_

My commission expires \_\_\_\_\_



-3-

MBForms 2002-Revised May 2010