REQUEST FOR PROPOSAL

FOR

TUTORING SERVICES

AT

MAYA ANGELOU PUBLIC CHARTER SCHOOL

**PROPOSALS MUST BE UPLOADED TO:**

**https://app.smartsheet.com/b/form/8d077a54bcd241ae81a3f305b77936ec**

**NO LATER THAN 12 NOON SEPTEMBER 27, 2018**

**MAYA ANGELOU PUBLIC CHARTER SCHOOL**

**REQUEST FOR PROPOSALS**

**Special Education Tutoring Services**

1. **Overview of Facility**
2. Maya Angelou Public Charter School (MAPCS) is located at 5600 East Capitol Street NE, Washington DC 20019. Our mission is to create learning communities in lower income urban areas where all students, particularly those who have not succeeded in traditional schools, can succeed academically and socially.
3. **Intent and Definitions**
4. The term “MAPCS” means Maya Angelou Public Charter School.
5. The term “contractor” or “bidder” means the responsible bidder. The term “successful contractor” or “successful bidder” refers to the bidder awarded the contract.
6. SpED refers to the Special Education Department at Maya Angelou Public Charter School.
7. The intent of this solicitation is to procure fixed hourly rate pricing to provide one-on-one onsite tutoring services to support student completion of high school curriculum.
8. Onsite means either in the student’s home or a local library.
9. **Contractor Requirements**
   1. Contractor must provide tutors with professional skills and personal attributes that are well suited to have a positive impact on at-promise and disengaged youth.
   2. Contractor must have excellent communication skills and recordkeeping skills.
   3. Contractor must have an executable plan to share tutors’ evaluations and notes with the designated Special Education Department administrator on a weekly basis.
   4. Contracts must adhere to all privacy and confidentiality laws (e.g., FERPA) as well as the policies outlined by MAPCS regarding privacy and confidentiality.
   5. Contractors shall provide professional development training for all hired tutors.
   6. Contractor shall maintain compliance with all federal and state laws and regulations and will not discriminate on the basis of race, religion, color, nationality, ancestry, sex, gender identity, sexual orientation, age, marital status or disability.
   7. Contractor will only bill for shifts actually worked. Additional administrative time and travel time to are not billable expenses.
   8. If a complete shift is not worked for whatever reason, contractor will bill for amount worked rounded to the nearest quarter hour.
   9. Contractor will provide a detailed monthly invoice with hours clearly denoted.
10. **Minimum Requirements of Tutors**
    1. Must possess a minimum of a Bachelor’s degree
    2. Must possess a teaching certificate valid in Washington DC
    3. Must be able to work with students aged 14-21 who have one or more of the following barriers to learning:
       1. Basic literacy skills deficient
       2. Behind grade-level
       3. Pregnant or parenting
       4. Homelessness
       5. Ex-offender
       6. Disabled
       7. Limited English language skills
    4. Must pass a background check
11. **Scope of Work**
    1. Tutors must be able to teach students in any topic/skill related to MAPCS’s high school curriculum.
    2. Tutors must be able to work one-on-one either at a local library or the student’s home.
    3. Tutors must be able to monitor progress of each student.
    4. Tutors must tailor instruction to ensure positive gains based on student’s needs.
    5. Tutors must maintain accurate records that are shared with SpED admin.
    6. Tutors must notify SpED administrator immediately via email if a student does not show within 30 minutes of a scheduled tutoring sessions.
    7. The estimated work would be four hours a day, five days a week billed at a flat rate. MAPCS may increase or decrease hours based on students’ needs.
12. **Evaluation Criteria**
    1. The following criteria will be used to evaluate each proposal:
       1. Cost
       2. Function
       3. Experience
       4. Quality
       5. References
       6. Company’s mission/ involvement with DC community/CBE
    2. MAPCS will evaluate each proposal. Cost will not be the sole factor when awarding the contract. MAPCS reserves the right to reject any or all proposals.
    3. MAPCS reserves the right to negotiate further with the successful bidder. The content of the RFP and the successful contractor’s proposal will become integral parts of the contract but may be modified by the provisions of the contract.
    4. As MAPCS is committed to serving the DC community, consideration will be given to businesses based in Washington DC that employ district residents.
13. **Contractor Expectations**
    1. All inquiries regarding technical specifications and questions can be emailed to Russel Waller at rwaller@seeforever.org.
    2. Allowances will not be after contractor’s proposal is received due to oversight, omission, error, or mistake of the contractor.
14. **Eligibility**

a. To be eligible for award, the contractor shall:

* + 1. Be licensed to do business in the District of Columbia. The amount of the bid shall not exceed the license limit;
    2. Capable of providing qualified tutors who can pass a background check;
    3. Have sufficient liability insurance;
    4. Describe general relevant experiences with projects similar to the one described in this RFP;
    5. Include three references.

1. **Bid Details/Required Submittals**
2. The bid must include:
3. Price per hour per tutor.
4. Policy if student does not show up for a scheduled session.
5. Conditions and policy if contractor reserves the right to refuse service to specific students.
6. Whether your company is a small business, based in DC, or a Certified Business Enterprise
7. Plan to communicate/share tutors’ documentation with SpED administrator.
8. Three references
9. Proof of liability insurance
   1. Proposal must be signed by an officer of the contractor who is legally authorized agent to enter into a contract.
   2. MAPCS reserves the right to consider proposals with minor variances with respect any specific requirements specified herein but judged to meet the intent of this specification. Such waivers shall not modify any remaining RFP requirements or release contractor from full compliance with the RFP specifications if awarded the contract.
10. **Bid Proposal Acceptance and Information**
    1. All bid proposals will be accepted until **12:00 PM on September 27, 2018**.
    2. Interested vendors will respond to the advertised Notice of RFP via upload to https://app.smartsheet.com/b/form/8d077a54bcd241ae81a3f305b77936ec.
    3. Complete RFP details can be found at [www.seeforever.org/requestforproposals](http://www.seeforever.org/requestforproposals).
    4. Any proposal received after **12:01 PM on September 27, 2018** is deemed non-responsive and will not be considered. Proposals will not be accepted by oral communications, telephone, electronic mail, telegraphic transmission, or fax.
    5. All costs attributable to the preparation of a proposal or any presentation required to supplement or clarify the proposal are borne by the contractor.
    6. MAPCS will rank the proposals in terms of meeting the requirements of this RFP. Additional information may be sought from contractor during the evaluation period.
    7. All proposals will remain valid for a minimal period of 45 days subsequent to the RFP closing date.
11. **Award**
    1. The successful contractor shall enter into a contract for the performance of the work proposed and the contract shall incorporate all applicable provisions of this RFP.
    2. MAPCS reserves the right, in its sole discretion, to award the contract to another contractor if contract negotiations do not appear successful.
12. **Payment Arrangements**
    1. Unless the contract stipulates otherwise, payment will be made as follows:
       1. Time and materials work orders will be invoiced by Contractor. MAPCS will make payment within thirty (30) days of receiving the invoice.
       2. If MAPCS makes the payment within fourteen (14) days from receipt of the invoice, a three percent (3%) credit of the invoiced amount will be credited to the next invoice. There is no credit or penalty if this payment is not received in this window.

**14. Bid**

a. In accordance with the provisions of the proposal, the undersigned hereby proposes to furnish all labor and materials for tutoring services. In addition, the undersigned hereby proposes to provide tutoring services at Maya Angelou Public Charter School located at 5600 East Capitol Street NE, Washington DC 20019.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: FULL NAME: (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Please attach your detailed bid. It must include proof of licensing, liability insurance, workman compensation for contractor’s employees, warranties, etc.