

**Request For Proposal  
Ferguson-Florissant School District/ FFSD Virtual Tutoring**

**NOTICE**

The Ferguson-Florissant School District (District) will accept proposals for tutoring as described in the attached request. Qualified organizations (Respondent) are invited to submit an electronic copy of a proposal as described herein.

**PROPOSAL SHALL BE LABELED:**

**"PROPOSAL-Virtual Tutoring for Students"**

**AND SUBMITTED TO:**

**Karen Caguin, Canvas Coordinator and ELL Coordinator**

[kcaguin@fergflor.org](mailto:kcaguin@fergflor.org)

All RFP packets should be submitted by 12:00 p.m on 04/07/2023. The email subject line for information packet submissions should be "PROPOSAL - Virtual Tutoring for Students RFP Submission." The document must be a single file in PDF format. An email receipt will be sent when a packet is received. Any submissions received after the specified date will be excluded from consideration.

Questions may be directed to Karen Caguin

Phone: 314-824-2028

Email: [kcaguin@fergflor.org](mailto:kcaguin@fergflor.org)

General District Information:

[www.fergflor.org](http://www.fergflor.org)

FFSD Equity Resolution:

[www.fergflor.org/equity](http://www.fergflor.org/equity)

The Ferguson-Florissant School District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal deemed most advantageous to the District.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **The Respondent is required to complete, sign electronically and return this form with the proposal.**

Company Name	Authorized Person
Address	Signature
City, State, Zip	Title

<b>Tax ID#</b>	<b>Phone</b>
<b>Entity Type</b>	<b>Email</b>

## **I. Introduction**

Differentiated supplemental instruction for students will help students learn deeply, stay on track to graduate from high school and achieve postsecondary success.

The Ferguson-Florissant School District (hereinafter known as “FFSD”) is seeking proposals from interested vendors to provide 24/7, on-demand, 1-to-1 tutoring and high-dosage scheduled tutoring from a rigorously vetted tutor. Tutors will provide targeted instructional strategies based on grade and subject for elementary, middle, and high school students during the 2023-2024 school year.

## **II. Project Requirements**

### **A. Background**

FFSD, which is located in St. Louis County, Missouri, is a Pre-K through 12th-grade public school district with a total enrollment of approximately 9500 students.

### **B. Project Description : Scope of Work**

FFSD is seeking a firm to provide personalized and innovative tutoring that removes barriers and helps students achieve their academic goals. Students will receive personalized academic support from qualified tutors who are deliberate in their practice and utilize highly effective tutoring strategies. Tutors are expected to have a deep understanding of content and pedagogy. Done well, tutoring will improve student learning and academic performance as measured by usage, students’ grades and Galileo Benchmarks.

**Expert Instructors/Tutors:** They are highly qualified and demonstrated expertise in their content area.

**Technology Integration:** Tutoring will be online. Therefore, there must be integration with Canvas and Chromebooks. Technology cannot be a barrier.

**Personalization:** Tutors will ideally work 1:1 and no more than 3:1 with student(s) in all content areas. Tutors will need to be proficient with adapting and identifying focus areas when tutoring. Ability to service students who do not have English as their first language.

**High Dosage Tutoring:** No more than 3:1 student-tutor ratio and occurring at least 3 times per week (when possible). Approximately 30-60 minutes per session during the school day and treated like a scheduled class. The expectation is it is sustained over the course of the school year.

**Professional Learning:** Vendors will provide professional learning (PL) and a support plan to the capacity building of teachers, instructional support staff, and administrators. Parents will also receive at least two interactive training sessions.

- a. Technical support is provided using a variety of communication mechanisms (e.g., phone, email, online).

FFSD is committed to every student making at least one year of growth and proficiency on assessments. The goal is to improve students' mastery of content by providing quality academic tutoring support. Redesigning tutoring in FFSD will allow all students to access personalized instructional support. Strong tutoring outcomes cited by Harvard School of Education (2016) were achieved when students tutored one-one or in small groups. A preliminary estimate publicized in April 2020 NWEA, said that students are likely to return to school in the fall of 2020 with less than half of the learning gains that students usually make in math during a school year.

Student learning and achievement requires opportunities for students to receive targeted academic support that addresses misconceptions in all content areas at grades K-12. In order to improve instruction, tutors must deliver effective instruction and improve student learning, tutors must have a proficient understanding of content in order to deliver real-time virtual support. The scope of the work must include:

1. Virtual academic support is available 24 hours
2. Real-time, interactive support through high dosage tutoring and on-demand.
3. High dosage ELA and Math tutoring offered up to 3 times per week(3-12) for targeted students scoring basic and below basic on state testing, unless otherwise requested. (See definition of High Dosage Tutoring on the page above.)
4. Knowledge of Missouri Learning Standards
5. Data Dashboard with progress monitoring of attendance, usage, and content and grade level
6. Professional Learning for school staff and interactive training sessions for parents
7. Integration of technology and use of innovative tools
8. Developmentally appropriate
9. Implementation of powerful instructional practices and content
10. Description of culturally responsive learning deliveries and styles that align to the [Equity Resolution](#)

### **C. Evaluation Criteria**

The Instructional Team will use the equally weighted evaluation criteria below to measure the desirability of responses to the RFP. The following information is requested in the response from interested vendors seeking to facilitate the strategic planning process in FFSD:

1. Proposals should provide a clear explanation as to how the vendor will actively engage students in grades K-12 across content areas and fulfill the expectations outlined through the scope of the work for both high dosage tutoring and on-demand tutoring as delineated in the project description.
2. Description of exhaustive tutor screening and quality control for safe and secure student support.

3. Detailed plan to provide on-demand tutoring to all subject areas.
4. Detailed plan to provide high dosage tutoring services in ELA and Mathematics with differentiation based on students' needs.
5. Capacity to support tutoring for all included students.
6. Data dashboard available for administrators and teachers including usage reports and monthly student satisfaction surveys.
7. Proposals should incorporate the [District's Equity Resolution](#).
8. All proposals should clearly identify what resources, materials and access will be provided by the vendor and what the District is expected to provide.
9. Detailed costs for services broken down by K-5, 6-8, 9-12 (e.g. hourly rate, estimated expenses and any miscellaneous charges) must be submitted.
10. Evidence of tutors having a deep understanding of instructional practices.
11. Demonstrated experience and understanding of how to incorporate culturally responsive learning deliveries and styles.
12. Vendors should indicate whether their system can be accessed via Canvas learning management system and the ability to sync with Clever. If yes, they should describe the method for One Click Access
13. To be deemed responsive, it is important for each vendor to provide appropriate details that demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFP. Proposals must contain information specifically related to the proposed services and specifically requested herein. Detail your definition of high dosage tutoring and how it aligns with the criteria in this RFP. Failure of any vendor to submit the requested information may result in the elimination of the proposal from further evaluation.

#### **D. References**

Provide two references that currently use your virtual tutoring support services. For each reference include:

- Site name and location with contact information
- Brief description of contracted services and testimonials

#### **E. Timeline**

The Request for Proposal will be posted on the district website on August 31, 2021. All responses associated with the RFP should be submitted to [kcaguin@fergflor.org](mailto:kcaguin@fergflor.org) by 12:00 p.m. Friday, April 7, 2023. The final selection for the vendor to lead the virtual tutoring program is expected on Friday, April 21, 2023. The School Board will vote to approve the recommendation on May 10, 2023.

## **PART II: INSTRUCTIONS TO RESPONDENTS**

### **1. QUALIFICATIONS**

In addition to the qualifications above, the following information shall be included in the proposal:

- A. Felony Conviction Notification Form
- B. Federal Work Authorization Program (E-Verify) Addendum
- C. Federal Work Authorization Program Affidavit

### **2. SUBMITTING A RESPONSE**

In submitting a proposal, the vendor agrees to provide the services outlined in the proposal according to the fee structure enumerated in the same proposal. The successful vendor will provide a contract outlining the terms of the service.

The District reserves the right to terminate the relationship with the vendor at any time and for any reason.

Commencement of services shall be as soon as possible after the District Board of Education approves the proposal with the successful vendor.

The response shall follow the outline above and be concise. Failure to follow instructions may nullify the response from consideration. To be considered for selection, vendors should clearly limit responses to the specific criteria in the order listed. No joint responses (proposals) will be accepted by the District.

The deadline for submitting the response shall be in accordance with the notice. Proposals received after this date and time will not be considered. Telephone, facsimile, electronic or electronic modification of proposals will not be considered. The time and date recorded by the District shall be the official time of receipt.

### **3. FELONY CONVICTION NOTIFICATION**

The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The district may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement".

By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and the vendor agrees to share this information with the District upon request.

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor E-mail Address: \_\_\_\_\_

Vendor Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Authorized Company Official's Name: \_\_\_\_\_

Signature of Company Official: \_\_\_\_\_ Date: \_\_\_\_\_

(Printed) \_\_\_\_\_

#### 4. FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;

b) affirms it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;

e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_  
(signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_  
(company name)

**4. FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by \_\_\_\_\_ (hereinafter "Company") and have authority to issue this affidavit on its behalf
3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_ (individual signature)

For: \_\_\_\_\_ (company name)

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

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 .

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:

### **PART III: GENERAL CONDITIONS-RESPONSES & SUBSEQUENT CONTRACTS**

**1. SCOPE:**

The following terms and conditions shall govern the submission of proposals and subsequent contracts.

**2. DEFINITIONS AS USED HEREIN:**

The term "request for proposal" or RFP means a solicitation of a formal, sealed proposal. The term "respondent" or "firm" means the person or entity submitting a formal sealed proposal.

The term "District" means Ferguson-Florissant School District.

The term "School Board" means the governing body of the District.

The term "contractor" means the respondent awarded a contract under this proposal.

**3. COMPLETING PROPOSAL:**

All information must be legible. Any and all corrections and/or erasures must be initialed. Each proposal must be signed in ink by an authorized representative of the respondent and required information must be provided. The contents of the proposal submitted by the successful respondent will become a part of any contract award as a result of this solicitation.

**4. REQUEST FOR INFORMATION:**

Any requests for clarification of additional information deemed necessary by any respondent to present a proper proposal shall be made in accordance with the timeline. All requests will be responded to in writing by the District in the form of an addendum addressed to all prospective respondents. Verbal responses and/or representations shall not be binding on the District.

**5. CONFIDENTIALITY OF PROPOSAL INFORMATION:**

All proposals and supporting documents will remain confidential until a final contract has been executed. All responses become the property of Ferguson-Florissant School District and will be part of public record.

**6. SUBMISSION OF PROPOSAL:**

Proposals are to be sealed and submitted prior to the date and time indicated on the Certification Form. At such time, all proposals received will be formally opened. The opening will consist of only the name and address recording of respondents. Proposals received after the date and time indicated on the Certification Form shall not be considered. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified must be sealed and submitted prior to the proposal submission deadline. Each respondent may submit only one (1) response to this proposal.

**7. NEGOTIATION:**

The District reserves the right to negotiate any and all elements of this proposal. The District will attempt to negotiate and contract for services described in this solicitation with the most qualified firm(s). If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next most qualified firm(s). This process will continue until an agreement is reached.

**8. TERMINATION:**

Subject to the provisions below, any contract derived from this Request For Proposal may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then said contract may be extended upon written approval of the District until said work or services are completed and accepted.

a. **TERMINATION FOR CONVENIENCE**

- i. In the event that the contract is terminated or cancelled upon request and for the convenience of the District, without the required thirty (30) days advance written notice, then the District shall negotiate reasonable termination costs, if applicable.

b. **TERMINATION FOR CAUSE**

- i. Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

c. **TERMINATION DUE TO UNAVAILABILITY OF FUNDS**

- i. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

**9. TAX EXEMPTION:**

The District and its Agencies are exempt from State and local sales taxes. Sites of all transactions derived from this proposal shall be deemed to have been accomplished within the State of Missouri.

**10. SAFETY:**

All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.

**11. RIGHTS RESERVED:**

The District reserves the right to reject any or all proposals, to waive any minor informality or irregularity in any proposal, and to make an award to the response deemed to be most advantageous to the District. The District reserves the right to use the services of multiple firms.

**12. RESPONDENT PROHIBITED:**

Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this proposal or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the District.

**13. DISCLAIMER OF LIABILITY:**

The District, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

**14. HOLD HARMLESS:**

- a. The contractor shall agree to protect, defend, indemnify, and hold the School Board, Ferguson-Florissant School District, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the contractor, its agents, employees or representatives, in the performance of the contractor's duties under any agreement resulting from award of this proposal.

**15. LAW GOVERNING:**

- a. All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri.

**16. ANTI-DISCRIMINATION CLAUSE:**

- a. No respondent of this request shall in any way, directly or indirectly discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.

**17. CONFLICT OF INTEREST:**

- a. The successful respondent shall not have conflicts of interest as to revenues derived from the results of tests or recommendations made on behalf of the firm. No salaried officer or employee of the District and no member of the School Board shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed to work on this project. Ref: Policy 4036

**18. INSURANCE:**

- a. The contractor shall be required to maintain and carry in force, for the duration of the contract, insurance coverage of the types and minimum liability as set forth below:
- b. PROFESSIONAL LIABILITY
  - i. Professional liability insurance protection must be carried by the contractor, for the duration of the contract, in the minimum amount of \$1,000,000.00 each claim/\$ 1,000,000.00 aggregate, including errors and/or omissions.
- c. COMMERCIAL GENERAL LIABILITY
  - i. Limits:
  - ii. Each Occurrence: \$ 1,000,000
  - iii. Personal & Advertising Injury: \$ 1,000,000
  - iv. Products/Completed Operations Aggregate: \$ 2,000,000
  - v. General Aggregate: \$ 2,000,000
  - vi. Policy must include the following conditions: Contractual Liability
  - vii. Independent Contractors
  - viii. Additional Insured: Ferguson-Florissant School District
- d. AUTOMOBILE LIABILITY

- i. Policy shall protect the contractor against claims for bodily injury and/or property damage arising out of the ownership or use of any owned, hired and/or non-owned vehicle and must include protection for either:
  1. All owned autos; hired autos; and non-owned autos
- ii. Limits of auto liability insurance shall be the same as required in the Commercial General Liability section **with the exception** of the District being named as additional insured.

e. **WORKERS' COMPENSATION**

- i. This insurance shall protect the contractor against all claims under applicable State Workers' Compensation Laws. The contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a Workers' Compensation Law. The policy limits shall not be less than the following:
- ii. Workers' Compensation: Statutory
- iii. Employees Liability:
- iv. Bodily Injury by Accident: \$ 500,000 Each Accident
- v. Bodily Injury by Disease: \$ 500,000 Policy Limit
- vi. Bodily Injury by Disease: \$ 500,000 Each Employee

Before entering into contract, the successful respondent shall furnish to the District Purchasing Office a Certificate of Insurance verifying all of the foregoing coverage and identifying the District as an "additional insured" on both the general liability and automobile policies. This inclusion shall not make the District a partner or joint venture with the contract respondent in its operations hereunder.

Prior to any material change or cancellation, the District will be given thirty (30) days advance notice by registered mail to the stated address of the certificate holder. Further, the District will be immediately notified of any reduction or possible reduction in aggregate limits of any such policy where such reduction, when added to any previous reductions, would exceed 10% of the aggregate.

In the event of an occurrence, it is further agreed that any insurance maintained by the District, shall apply in excess of and not contribute with insurance provided by policies named in this contract. The certificate holder on the Certificate of Insurance shall be as follows:

**Ferguson-Florissant School District  
8855 Dunn Road  
Hazelwood, MO 63042-2212**

**19. COSTS**

All costs incurred in the preparation of the response to this request for proposal shall be the sole responsibility of the respondent.