



**REQUEST FOR STATEMENTS
OF QUALIFICATIONS AND
PROPOSALS FOR
K-12 TUTORING SERVICES**

RFP 22-012

Request for Proposals Issued: Jan. 21, 2022
Deadline for Questions: Feb. 1, 2022
Deadline for Submittal of Proposals: Feb. 9, 2022

REQUEST FOR STATEMENTS OF QUALIFICATION AND PROPOSALS FOR K-12 TUTORING SERVICES

I. NOTICE OF RFP

Notice is hereby provided that the Twin Rivers Unified School District, located in McClellan, California ("District") is requesting Statements of Qualifications and Proposals from qualified firms to provide tutoring services for K-12 students, including English Learners ("EL" students). The District intends to select one or more firms that can meet or exceed the needs and requirements specified herein.

Although firms are not required to propose services for all grades and students, the District wants to understand your firm's full offering. If you are equipped to serve all grades and EL students, and have successfully provided such programs for school districts of similar size and student population, please describe this in your proposal. If you specialize in certain segments (i.e. elementary, high school, or English Learners), please indicate this.

Qualified respondents are invited to submit their proposal **in a sealed envelope** no later than **3:00 p.m. on Wednesday, February 9, 2022**, to the following address:

**Twin Rivers Unified School District
Attn: Debbie Gordon, Manager of Contract & E-Rate Services
3222 Winona Way, Suite 200
North Highlands, CA 95660**

Respondents must also email one pdf copy of the proposal to: debbie.gordon@twinriversusd.org

Please do not submit proposals in 3-ring binders or notebooks.

II. OVERVIEW OF THE TWIN RIVERS UNIFIED SCHOOL DISTRICT

The Twin Rivers Unified School District ("District") is a K-12 public school district located in northeastern Sacramento County with a 2021-22 enrollment of approx. 25,000 students. In 2008, four area school districts, Grant Joint Union High School District and the Rio Linda, North Sacramento and Del Paso Heights Elementary School Districts, unified to create the Twin Rivers Unified School District, serving the communities of North Sacramento, Del Paso Heights, Rio Linda, North Highlands and Foothill Farms. The District has four comprehensive high schools, five jr.high/middle schools, three charter schools (housed at eight locations), 27 elementary schools (with a mix of grade levels), two alternative schools, one K-12 independent study school, two continuation high schools, two preschools and two special education schools. A list of all District schools can be found on the District website at this link: <https://www.twinriversusd.org/About/Schools/index.html>. A District map is provided in **Appendix 2**.

Twin Rivers is in an economically diverse region characterized by a mix of residential development and light industry. 90% of District students are currently eligible for Federal Free and Reduced price meals.

The district is governed by a seven member Board of Trustees and is under the day-to-day leadership of Steven Martinez, Ed.D. who was appointed District Superintendent effective July 1, 2013.

III. GENERAL INSTRUCTIONS and REQUIRED INFORMATION

Proposals must be clear, concise, complete, well organized and demonstrate both respondent's qualifications and ability to follow instructions. The quality of answers, not length of responses or visual exhibits is what is important in the proposal. Proposals may not be altered after submission to the District and should be reviewed for accuracy beforehand. The District will not be responsible for errors or omissions in any Proposals. The District reserves the right to reject any and all Proposals, or to waive any irregularities, or informalities in the Proposals. The submission of company literature and brochures is generally discouraged. If pertinent for illustration of product, or for reference, you may include literature in an appendix. Responses should otherwise be submitted in print, and must be limited to the maximum number of pages indicated.

- a. **Signatures** - Proposals must be signed by an authorized representative or officer of the firm.
- b. **Q&A** - Questions regarding this RFP may be submitted *by email* no later than Feb. 1, 2022 the following email address: debbie.gordon@twinriversusd.org

If applicable, an Addendum with summary Q&A will be posted to the District website by Feb. 4, 2022, at the following link: <https://www.twinriversusd.org/Departments/Purchasing-Contracts-Print-Services-Mail-Room-and-Warehouse-Services/Doing-Business-with-TRUSD/index.html>

- c. **District Required Forms** – Please include the District Required Forms in Appendix 1 with your proposal: *Offer to Enter Into Contract; General Terms and Conditions; Qualification Certification and NonCollusion Declaration.*
- d. **Legal Issues**
- Is there any pending or past litigation against your firm regarding your provision or delivery of services?
 - Does your firm have any contractual relationship that could be construed as a potential conflict of interest? If so, please explain.

Thank you for your interest in Twin Rivers USD. The District welcomes your firm's proposal.

IV. SCOPE OF SERVICES**A. TUTORING PROGRAM REQUIREMENTS**

Twin Rivers is requesting Statements of Qualifications and Proposals from qualified firms to provide tutoring services for K-12 students, including English Learners. The District intends to select one or more firms that can meet or exceed the needs and requirements specified herein. Contracts will be awarded, at the District's option, for a term of up to three years.

Following selection of a vendor(s), Board approval of contracts, and fingerprint clearances, tutoring services will begin during the Spring Semester, 2022. Services should be provided outside of school hours during the regular school year, and continue during the summer months.

Below is a description of the District's needs and requirements. Although firms are not required to provide tutoring services for all grades and students, the District wants to understand your firm's full offering and fairly evaluate all proposals. If you can serve all grades and serve EL students, and have successfully provided such programs for school districts of similar size and student population, please describe this in your proposal. If your specialty is tutoring elementary students, or high school students, or primarily English Learners, please indicate this. In your proposal, please clearly identify the services you will be providing, and discuss how your firm will meet or exceed the District's expectations:

TWIN RIVERS USD - TUTORING PROGRAM DESCRIPTION, NEEDS AND REQUIREMENTS:

- District is in need of tutoring services for all grades: K-12
- Firms can propose to serve elementary grades, secondary grades, or all grades
- The program objective is to increase achievement in students getting D's/F's and increase graduation and A-G course participation rates
- Students will be referred by District to firm
- Tutoring may be provided 1:1 or in small groups, as appropriate
- Tutoring is to be provided outside of regular school hours
- Program is expected to be conducted under a virtual format to start, however the vendor must be equipped to provide virtual, live and hybrid formats
- Vendor must provide pre-and post-assessments
- Vendors must demonstrate prior successes in raising student achievement levels at other comparably sized districts
- Vendor must provide weekly tutoring services evaluation summaries or reports
- Vendor will need to collaborate with District, reaching out to site administrators and student teachers for input.
- Vendor should be equipped to use an interactive digital platform during the tutoring sessions that are virtual
- All tutors must be fingerprint-cleared by the District before working with students
- Ideal--Tutoring in multiple languages
- Vendor should be equipped to provide student and family outreach with engagement occurring in the student's native language.

- **ENGLISH LEARNERS.** Sacramento is a destination for refugee populations and immigrants from many areas of the world. The diverse ethnic backgrounds of area families brings a rich character to Twin Rivers' schools. It also creates significant learning challenges for many of our students.

Currently, 40% of District students are served by the Twin Rivers USD English Learners Department. The predominant languages spoken in the students' homes are as follows:

- Spanish (7,149)
- Dari (347)
- Hmong (304)
- Farsi (246)
- Pashto (235)
- Russian (155)
- Arabic (143)
- Ukrainian (142)

English language mastery is key to all students' achievement, and an even greater challenge for English Learners. As such, if your firm proposes to serve EL students, the scope of services must include:

- Academic subjects including but not limited to elementary, middle and high school Math, English Language Arts, History/Social Studies and Science
- Foundational English literacy skills designed for elementary, middle and high school students including those who have been in the country for 3 years or less. The goal is to ease their transition and increase their conversational English skills.
- Prep course for the English Proficiency Assessments for California (ELPAC)

Vendors who are proposing to serve District EL Students should fully address how you will effectively serve the above language needs and subject areas.

B. COVID-19 REQUIREMENTS

In-person programs are subject to state and local guidelines. Due to the evolving conditions surrounding the COVID 19 pandemic and CDC and District health and safety guidelines, program structure and components are subject to change such as; in-person, virtual (distance learning) or a combination of both learning models. Vendors must have the ability to adjust on a daily basis.

V. PROPOSAL CONTENTS

Please address the following points in your proposal. Separate proposal sections into tabs for each lettered section below:

- a. Please identify the grades/students your firm proposes to serve. Please describe how your program will meet or exceed the objectives of the District described in Sec. IV above *(1-2 pages max)*
- b. Please discuss your firm's experience in the creation and implementation of a successful high quality virtual and in-person tutoring programs. *(2 page max)*
- c. Provide a list of public school districts that you currently serve, or have served, with such programs within the last three years. Please include the names and email addresses of your contacts/references *(1-2 pages)*.
- d. Covid-19 pandemic, please describe the program and the measures used to ensure a safe environment for students and staff *(1 page)*.
- e. Please identify, by name, the officers of your firm or agency, and provide a brief professional bio of each person *(1 paragraph each)*.
- f. Please provide information on how you recruit tutors, minimum requirements, and provide a detailed description of the training they are provided. Please also discuss how you manage your tutors throughout the duration of the program, including communication with the school, the District, timekeeping and absences. *(2 pages)*.
- g. **COST PROPOSAL:** Please provide a detailed budget, including your cost for labor and materials. Include hourly or daily rates for tutoring services and a breakdown of those rates (i.e., the amount going to salaries, materials, overhead, etc.) *(2 pages)*.
- h. Please feel free to include any other relevant information, experience, or skills which increase the value your firm's offering and services. *(Max. 1 page)*
- i. Please provide evidence of liability insurance coverage of at least \$1 Million Dollars *(not in page maximum)*.
- j. Individuals who work with District students must be fingerprinted at our District Office before going onto school sites, in compliance with CA Education Code Sec. 45125.1. Please acknowledge this in your response *(not in page maximum)*.
- k. Please acknowledge your intention to adhere with evolving Covid-19 health and safety requirements, current and future, which the District may implement in compliance with Federal, State and County health directives *(not in page maximum)*.
- l. Please complete, sign and return the District-Required Forms included in Appendix 1 *(not in page maximum)*.

VI. PROPOSAL DEADLINE – FEB. 9, 2022

Proposals must be received by the District no later than **3:00 p.m. Wednesday, February 9, 2022**. Once submitted, responses become the property of the District. No corrected or resubmitted proposals will be accepted after the deadline. **Late proposals will not be accepted and will be returned unopened.**

Submit one signed proposal, **in a sealed envelope**, by regular or express delivery to the address below:

**Twin Rivers Unified School District
Attn: Debbie Gordon
Manager of Contract & E-Rate Services
3222 Winona Way, Suite 200
North Highlands, CA 95660**

Please also email a pdf version to: debbie.gordon@twinriversusd.org

PLEASE DO NOT SUBMIT PROPOSALS IN 3-RING BINDERS OR NOTEBOOKS.

VII. EVALUATION OF PROPOSALS AND AWARD OF CONTRACT

To be deemed “Responsive”, proposals must be received by the deadline, include the District-required forms, and address all requirements of this RFP. Responsive proposals will be scored by a District panel using the following criteria:

- ✚ Demonstrated understanding of, and responsiveness to, the RFP.
10 points
- ✚ Ability to meet and/or exceed the needs of the District as identified in Sec. IV of this RFP.
15 points
- ✚ Personnel: qualifications, leadership, recruitment, training programs.
20 points
- ✚ Past experience and demonstrated success in providing tutoring programs to school districts of comparable size and needs
25 points
- ✚ Proposed budget, clearly presented; competitive fee structure; and availability of matching funds.
25 points
- ✚ Additional benefits of the firm’s offering *5 points*

Award of contract(s) will be based upon the proposal scores and, if required, follow-up interviews, at the District’s option. Contract awards are conditional on final approval by the Twin Rivers USD Board of Trustees. The District reserves the right to:

- Request an interview with and/or additional information from any firm prior to its selection.
- Select the firm or firms that, in the District’s judgment, will best meet the District’s needs. Fees are an important factor, but are not the sole factor in making a selection.
- Reject any and all proposals or to waive any non-statutory informality. The Board’s decision to accept or reject the contract shall be final.
- Award a contract, multiple contracts, or portions of the whole, to more than one firm;
- Not to award a contract, either as a result of proposals received, or any other reason.

The decision of the District panel and Board will be final. Feb. 15 is the target date for completion of the selection process and award of contract(s) by the Twin Rivers USD Board of Trustees.

Thank you for your interest in serving the needs of Twin Rivers Unified School District. The District invites you to respond and looks forward to receiving your firm's proposal.



APPENDIX 1

DISTRICT REQUIRED FORMS

Offer to Enter Into Contract
General Terms and Conditions
Qualification Certification
Non-Collusion Declaration

OFFER TO ENTER INTO CONTRACT

The undersigned hereby proposes to enter into an agreement with the Twin Rivers Unified School District and to furnish services as described in this Request for Proposal.

Name and Address of Firm:

Name: _____

Address: _____

City and State: _____

Telephone Number: _____

Email Address: _____

Signature of Authorized Officer/Representative of Firm:

Authorized Signature: _____

Printed or typed name: _____

Title: _____

Date: _____

GENERAL TERMS AND CONDITIONS

1. **INSTRUCTIONS AND USE OF FORMS.** In order to preserve uniformity and to facilitate the award of contracts, Respondents shall complete and return the enclosed District-required forms with their proposals.
2. **ACCEPTANCE OR REJECTION OF RESPONSES.** The District reserves the right to reject any and all Responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified vendors. The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFP lacking in any respect or insufficient to meet the District's requirements and needs.
3. **PROPOSAL PROTESTS.** The following instructions must be followed by a Respondent who wishes to challenge the District's selection and award of any contract pursuant to this RFP:
 - a) Any protest must be submitted in writing to the Manager, Contract & E-Rate Services, Twin Rivers Unified School District, 3222 Winona Way, Suite 200, North Highlands, CA 95660, before 3:00 p.m. on the fifth (5th) business day following the District's notification of its intention to award a contract pursuant to this RFP.
 - b) Only vendors who submitted a proposal in response to this RFP may file a protest.
 - c) Protests must contain the following specific information:
 - Protestor's name, address, tele. no. and email address;
 - Date on which protestor's Response was submitted to the District;
 - Protestor's specific, detailed basis for the protest, which must be supported by facts and/or documentation. Protests based on hearsay, feelings or opinions not supported by facts, will be deemed invalid.
 - d) The protestor shall send a copy of the initial protest document and any attached documentation to all other parties that may be affected financially by the outcome.
 - e) The District will review and evaluate the protest for validity, including, if required, review by outside counsel. The District and/or counsel will provide a response within ten (10) days of review of the protest letter.
 - f) If upon review, the proposal protest is found to be frivolous or lacking validity, the protest will be rejected and the protesting party may be deemed ineligible to participate in future District RFPs or contracts.
4. **ASSIGNMENT PROHIBITED.** No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the Board of Trustees.
5. **NO CONTACT WITH BOARD OF TRUSTEES.** Respondents may not contact any member of the Twin Rivers USD Board of Trustees regarding this RFP unless specifically invited to an interview conducted by the Board.
6. **NON-DISCRIMINATION.** The Twin Rivers Unified School District does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, sexual orientation, handicap, age, veterans status, medical condition as defined in Section 12926 of the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law. The District likewise prohibits discrimination by contractors and

subcontractors, and may require the successful vendor(s) to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement, in compliance with Government Code 12990.

ACCEPTANCE OF GENERAL TERMS AND CONDITIONS

The undersigned hereby acknowledges receipt and acceptance of the above Terms and Conditions.

Name of Firm: _____

Authorized Signature and Date

Printed Name: _____

Title: _____



Qualification Certification

I, the undersigned, certify and declare, with specific reference to the California False Claims Act, Government Code sections 12650, *et seq.*, that I have reviewed all of the information presented in this submittal and know its contents. The matters stated in the submittal are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true.

I declare under penalty of perjury that the foregoing is true and correct.

Name: _____

Signature: _____

Title: _____

Name of Firm: _____

Date: _____



**NONCOLLUSION DECLARATION TO BE EXECUTED
AND RETURNED WITH PROPOSAL**
(Public Contract Code Section 7106)

_____deposes and says that
(Name of Authorized Representative)

he/she is _____ of _____,
(Title) (Firm Name)

the party providing the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the respondent has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal; that the respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the respondent has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member of agent thereof to effectuate a collusive or sham proposal.

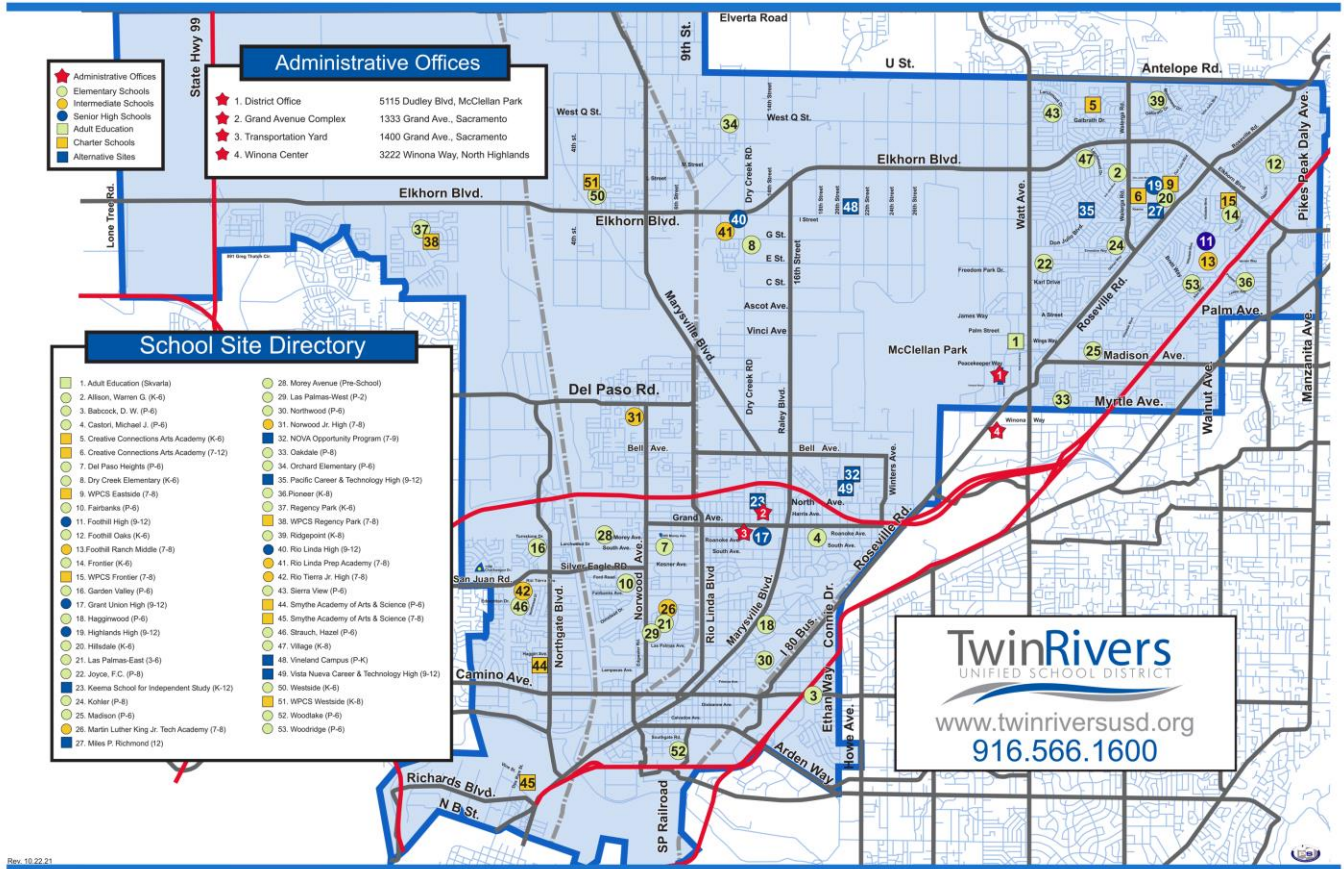
(Signature)

(Typed or Printed Name)



APPENDIX 2

DISTRICT MAP



The above map is available on the District website at the following link:

www.twinriversusd.org/documents/About/District%20Map/AreaBoundries-11x17-All-Vinl-10.22.21-update-flattend.pdf

School listings and Fact Sheets are available on the District website at the following link:

www.twinriversusd.org/About/Schools/index.html