



# COLORADO Early Colleges

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**Sandi Brown – Chief Executive Administrator**  
4424 Innovation Drive  
Fort Collins, CO 80525  
970-377-0044

Request for Proposal  
Tutoring Contract for Fort Collins Campus – School Year 2018-2019  
July 23, 2018

Date Bid Due: August 3, 2018

#### Scope of work:

1. Tutoring Monday through Friday, seven periods per day
2. Tutors must be highly qualified in their subject matter area
3. Tutors must have a background check through CBI
4. Tutors will be required to log each tutoring session
5. Tutors will work with CECFC teachers to identify and intervene with students who require additional support in their course work
6. Tutors will be required to report to CECFC teachers regarding student academic progress
7. Tutors will work both at the middle school and high school

#### Financial benchmarks:

1. The total bid for services is up to \$160,000 unless adjusted by the Chief Executive Administrator (CEA)
2. Subcontractor must include in the bid total number of hours tutoring services will be provided
3. The CEA will manage how many hours CECFC will allow Subcontractor to use during any given month of the contract
4. The Subcontractor will be responsible for all taxes, worker compensation and insurance. The Subcontractor will indemnify CECFC against any claims for unemployment or employee fringe benefits
5. CECFC will have the right to review all background checks for all Tutors supplied by the Subcontractor and will also be allowed to review the performance of all Tutors working at CECFC
6. CECFC will annually post the RFP for bidding
7. The Subcontractor will be required to maintain liability insurance of at least \$1,000,000 dollars and name CECFC as an additional insured
8. The Subcontractor will submit an invoice for monthly tutoring services. Hours billed will not exceed allowed hours from signed contract by CECFC and Subcontractor

9. CECFC will pay the billed hours at the end of each month

Bid requirements: Each bidder must include the following:

1. Structure of company and ownership
2. Evidence of past performance and examples of tutoring practices
3. Evidence of ability to work in a school setting with school employees
4. Billable hours it will provide for CECFC on a school year basis with a proposal of how many hours it will provide each month of the school year based on a 15<sup>th</sup> of the month calendar reporting cycle
5. Evaluating system of tutors
6. Logging system of tutor hours
7. Evidence of all necessary insurance requirements and ability to list CECFC as an additional insured

Bid granting:

1. The CEA will recommend to the CEC governing board the annual Tutoring Subcontractor for board approval.
2. The Tutoring Subcontractor will specify all the necessary components required in the bid.
3. The Tutoring Subcontractor will be expected to begin serving students at CECFC on or before September 1, 2018.
4. The Governing Board of CSEC will approve the Tutoring Subcontractor on an annual basis.
5. Consideration for approval will be based on the following:
  - a. Proven track record of tutoring success
  - b. Ability to provide qualified tutors for CECFC
  - c. Price of tutoring services
  - d. Ability to work with the CEA and staff at CECFC
  - e. Full disclosure of all required elements of the bid requirements

Advertisement of subcontract:

1. Contract will be posted on both the CEC and CECFC websites.
  2. CECFC will also post contract proposal on one additional public media.
  3. The CEA will open all bids and make a determination of awarding the bid based on a rubric structured evaluation and an interview with applicants. The CEA may use a team to evaluate bid proposals.
  4. The CEA will evaluate multiple criteria including quality of track record, availability, price and corporate structure.
  5. The bid winner will be announced by the Administrator at the latest of September 3, 2018.
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