



# COLORADO Early Colleges

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Request for Proposal (RFP)

Onsite Tutoring for Colorado Early Colleges Fort Collins West (CECFCW) @ Horsetooth Campus

School Year: 2019-2020

Today's Date: July 15, 2019

Proposal Due Date: August 15, 2019

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 completed through the Colorado Bureau of Investigation (CBI).
4. Tutors will be required to log each tutoring session.
5. Tutors will work with CECFCW teachers to identify and intervene with students who require additional support in their course work.
6. Tutors will be required to report to CECFCW teachers regarding student academic progress.
7. Tutors will work onsite only.

Financial benchmarks:

1. The total bid for services is up to \$12,000, unless adjusted by the Chief Executive Administrator (CEA).
2. Subcontractor must include in the bid the total number of tutoring hours in proposal
3. The CEA will manage how many hours CECFCW will allow Subcontractor to use during any given month of the contract.
4. The Subcontractor will be responsible for all taxes, insurance and worker's compensation (if applicable). The Subcontractor will indemnify CECFCW against any claims for unemployment or employee fringe benefits.

5. CECFCW 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 CECFCW.
6. CECFCW 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 CECFCW 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 CECFCW and Subcontractor, unless approved by the CEA. CECFCW will pay the billed hours NET 15 days.

**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 CECFCW on a school-year basis.
5. Evaluating system of tutors.
6. Logging system of tutor hours.
7. Evidence of all necessary insurance requirements and ability to list CECFCW 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 CECFCW on or before September 1, 2019.
4. The Governing Board of Colorado Early Colleges 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 CECFCW
  - c. Price of tutoring services
  - d. Ability to work with the CEA and staff at CECFCW
  - e. Full disclosure of all required elements of the bid requirements

**Advertisement of subcontract:**

1. Contract will be posted on both the CEC and CECFCW websites.
2. CECFCW 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 August 22, 2019.