



COLORADO Early Colleges

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

Request for Proposal (RFP)

Onsite and Virtual Tutoring for Colorado Early Colleges Fort Collins (CECFC) @
Innovation & McMurry Campuses

School Year: 2023-2024

Today's Date: July 3, 2023

Proposal Due Date: July 17, 2023

Bid: RFP Posted Annually

Scope of work and requirements:

1. Tutoring Monday through Friday either on-campus or virtual aligning to the school calendar.
2. Tutors must be experts in their subject matter area proving a degree, exam or work experience in the area of tutoring.
3. Tutors will be required to log each tutoring session and have supervisor approval.
4. Tutors will work with the CECFC Student Success Coordinators to identify and intervene with students who require additional support in their course work.
5. Tutors will be required to report to the CECFC Student Success Coordinator and/or teachers regarding student academic progress.
6. Tutors must be *employees* of the Subcontractor.
7. Tutors must have a recent background check completed through the Colorado Bureau of Investigation (CBI).
8. Tutors must have a competent computer with the ability to connect to Microsoft Teams, the CEC platform used for tutoring.
9. 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.

Financial benchmarks:

1. The total bid for services is up to \$175,000, unless adjusted by the Chief Executive Administrator (CEA).
2. Subcontractor must include in the bid the total number of tutoring hours and cost proposed.
3. The CEA or designee will manage how many hours CECFC will allow Tutors

- to work 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 CECFC against any claims for unemployment or employee fringe benefits. The Subcontractor will be required to maintain liability insurance of at least \$1,000,000 dollars and name CECFC as an additional insured.
 5. The Subcontractor will submit an invoice for monthly tutoring services. Hours billed will not exceed allowed hours from signed contract by CECFC and Subcontractor, unless approved by the CEA. CECFC will pay the billed hours NET 30 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 CECFC on a school-year basis.
5. Evaluating system of tutors.
6. Logging system of tutor hours and work.
7. Evidence of all necessary insurance requirements and ability to list CECFC as an additional insured.

Please submit bid to Brenda.rhodes@coloradoearlycolleges.org by July 17, 2023 by noon.

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 August 14, 2023. Tutors will train at CECFC prior to the start date.
4. The CEC Governing Board 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 website and social media.
2. 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.
3. The CEA will evaluate multiple criteria including quality of track record, availability, price and corporate structure.
4. The bid winner will be announced by the CEA no later than July 24, 2023.