



# 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 (RFP)

Virtual Tutoring for Colorado Early Colleges Online Campus

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 virtually 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 Online Student Success Coordinator to identify and intervene with students who require additional support in their course work.
5. Tutors will be required to report to the Online Student Success Coordinator and/or teachers regarding student academic progress.
6. Tutors will work closely with the online teachers and support tutoring and grading when requested.
7. Tutors must have a competent computer with the ability to connect to Microsoft Teams, the CEC platform used for tutoring.
8. Tutors must be *employees* of the Subcontractor.
9. Tutors must have a recent background check completed through the Colorado Bureau of Investigation (CBI).
10. CEC 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 CEC.

Financial benchmarks:

1. The total bid for services is up to \$68,000, unless adjusted by the Chief Executive Administrator (CEA).
2. Subcontractor must include in the bid the total number and cost of tutoring hours proposed.

3. The CEA or designee will manage how many hours CEC 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 CEC 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 CECOLC 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 CEC and Subcontractor, unless approved by the CEA. CEC 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 CEC 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 CEC as an additional insured.

Please submit bid to [Brenda.rhodes@coloradoearlycolleges.org](mailto: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 CEC on August 14, 2023. Tutors will train through CEC prior to 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 CEC
  - c. Price of tutoring services
  - d. Ability to work with the CEA and staff at CEC's online program
  - 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.