



PURCHASING DEPARTMENT

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MEMORANDUM

DATE: 09/26/2012

TO: Kevin Startt
Acting Director of Purchasing

FROM: Jacqueline Posey
Procurement Specialist

Subject: Executive Summary - Request for Proposal No. 13-48-17
Tutoring Services

Dept: Professional Development
Pre-Proposal Date: NA
Proposal Due Date: September 11, 2012

Date Issued: August 10, 2012
No. of Individuals Attending: NA
No. of Proposals Received: 15

BACKGROUND

It is the intention of the Tucson Unified School District (TUSD) to procure as needed, if needed, tutoring services for identified students.

The tutoring services must provide high quality, effective core academic enrichment. These services are specifically designed to increase the academic achievement of identified children on assessments, and specifically, to attain proficiency in meeting the Arizona's Common Core Standards as measured by Arizona's Instrument to Measure Standards (AIMS)/ Partnership for Assessment of Readiness for College and Careers (PARCC).

Definition of tutoring: Tutoring is individualized, supplemental instruction of specific standards-based skills and concepts. The goal is skill development and measureable improvement.

PROVIDER REQUIREMENTS

Providers shall comply with each of the following requirements and all other requirements set forth in this solicitation.

The provider shall:

- 1) Provide academic enrichment that occurs before school, after school, and/or summer school. Homework help is not acceptable.
- 2) Ensure instruction, content, and curriculum are consistent with that of the school/LEA the student attends and is aligned to the Arizona Common Core Standards.

- 3) Ensure that instructional strategies are of high quality, based upon research, and specifically designed to increase the achievement and proficiency of low-income students in meeting Arizona Academic Standards in the areas of reading and/or mathematics.
- 4) Demonstrate a record of effectiveness in improving student academic achievement in reading and/or mathematics.
- 5) Have an established plan for instruction in the areas of reading/language arts, and/or mathematics built upon initial assessment of each student's skills in one or more of these subjects.
- 6) Provide appropriate accommodations and support to students with disabilities to ensure such students benefit from supplemental services.
- 7) Ensure that eligible students with disabilities and students covered under Section 504 may participate with necessary accommodations, consistent with a student's individualized education program under Section 614 of the Individuals with Disabilities Education Act (IDEA), or a student's individualized services under Section 504.
- 8) Comply with all applicable Federal, State, and local health, safety, and civil rights laws.
- 10) Ensure that all instruction, content, and curriculum are secular, neutral, and non-ideological.
- 11) Provide evidence that applicant is financially sound and has the capacity to serve as outlined in this Scope of Work.

EVALUATION

A committee was formed to evaluate the proposals based upon the selection criteria set forth in the original RFP. The committee was comprised of the following members and signed Committee Member Statements were received from all:

Dani Tarry, Title 1 Program Director, Family & Community Outreach
Jac Huerta, Retiree-Title 1 Technical/Budget Support
Denice Contreras, Title 1 Program Coordinator/Committee Chair person

The District received fifteen (15) proposals from the following firms:

Professional Tutors of America
A2Z Educational Consultants
Train Up a Child dba The Homework Mastery Center
Discovering Dreams
2 Excel Learning
1 to 1 Tutoring
Global Partnership Schools
Club Z Tutoring Services
Martin Porres Educational Services
Achievement Learning Academics & Speech
Catapult Learning
Back 2 Basics Tutorial-AZ
Sylvan Learning
Elite Educational Services
Learn It Systems

Ten (10) No-Bids were also received.

Prior to releasing the proposals to the committee, I conducted an initial review of the proposals to ensure that all requested information had been submitted. As a result, all proposals were deemed eligible for the committee's review. However, the committee is charged with the final determination of acceptability.

On September 14, 2012, I met with the evaluation committee and discussed the role of the committee and the evaluation process. Each committee member received copies of the Conflict of Interest And Confidentiality Statement For Procurement Evaluations, the District's Procedures For Evaluation of Proposals By A Committee, a copy of the RFP document and copies of all the proposals.

The committee reconvened on September 26 , 2012. A final discussion was held and each committee member completed their final scores. The final scores are as follows;

13-48-17 Tutoring Services

TOTALS

	Dani Tarry	Jac Huerta	Denice Contreras	Total	Average
Martin Porres Educational Services	465	385	315	1165	388.3333
Club Z Tutoring Services	435	365	315	1115	371.6667
Learn It Systems	425	300	300	1025	341.6667
2 Excel Learning	370	345	295	1010	336.6667
Global Partnership Schools	415	235	265	915	305
Sylvan Learning	375	270	255	900	300
Discovering Dreams	345	295	245	885	295
Elite Educational Services	335	275	255	865	288.3333
A2Z Educational Consultants	375	265	220	860	286.6667
Professional Tutors of America	280	255	270	805	268.3333
Catalpault Learning	275	275	245	795	265
Back 2 Basics Tutorial-AZ	300	240	250	790	263.3333
1 to 1 Tutoring	230	285	215	730	243.3333
Achievement Learning Academics & Speech	250	210	245	705	235
Train Up a Child dba The Homework Mastery Center	355	145	165	665	221.6667

The committee came to a consensus to recommended award to Martin Porres Educational Services, Club Z! Tutoring Services, Learn It Systems, and 2 Excel Learning. An formal recommendation letter was submitted by Denice Contreras, Title 1 Coordinator.

AWARD RECOMMENDATION:

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1041 (Competitive Sealed Proposals) and all applicable Tucson Unified School District rules and regulations.

Contract awards are recommended to the following firms for the indicated services:

Martin Porres Educational Services

Club Z! Tutoring Services

Learn It Systems

2 Excel Learning

Attachment: Dept Recommendation