

January 14, 2022

TO: All Prospective Proposers
FROM: Kim Albritton
Director Financial Operations
RE: RFP 22-19 Virtual Tutoring

ADDENDUM 1 TO RFP 22-19

This addendum is issued as a part of the aforementioned RFP. The changes incorporated herein are an amendment to and supersede those conditions shown in the original solicitation. The Proposer shall acknowledge receipt of this addendum by signing this form and returning with their submittal. Failure to do so may subject Proposer to disqualification.

Q1. Regarding the number of hours as described in section 1.1, is that up to 25 hours per student for up to 1,000 students, so the upper limit of hours is 25,000? If so, please confirm the lower limit/minimum number of hours intended for purchase.

Noting that Scope of Services (p. 23) indicates up to 4,000 in one spot then 1,000 in another; please clarify.

A1. The minimum number of students would be 300 students receiving 10 hours of tutoring.

Q2. Regarding Evaluation Factor 1, item 2c, "Upload assignments and receive feedback." -- Do you intend for entire classes to upload their assignments, and if so, would teachers also submit grading instructions (e.g., rubric)? Or do you mean that students should be able to submit an asynchronous question or paper for tutor feedback?

A2. The student should be able to submit an asynchronous question or paper for tutor feedback.

Q3. Regarding Evaluation Factor 1, item 2g, "Engage in small group activity with other students in the same content areas." -- Do you want the tutor to coordinate the small group tutoring session and plan the activity, or do you want a space where students can work with their peers without incurring the cost of a tutor?

A3. A space where students can work with their peers without incurring the cost of a tutor?

Q4. What is the anticipated start date for services?

A4. March 7, 2022

Q5. A plan for managing the network during "high-traffic" times is referenced. What are high-traffic times?

A5. 8:00 am -2:00 pm

Q6. Protection of student information is referenced. What sensitive student information will be provided?

A6. Any personally identifiable information that is shared.

Q7. How will data be tracked and disseminated regarding the amount of hours services are utilized by students?

A7. We are asking for the provider to have the capability to track the amount of hours.

Q8. Regarding the 25-hour allotment of time per respective student, what is the term length? Are respective students allowed to surpass the allotted 25 hours?

A8. The 25-hour allotment is an estimate of what students may need. The amount can be adjusted to support student learning.

Q9. What measures determine successful implementation?

A9. Successful implementation is determined by the number of students who were able to access services, the consistency in which services are provided, ease of use for the user

Q10. What determines if services will be renewed?

A10. Renewal of services is determined by the availability of funds to continue the activity. Other factors considered includes stakeholder feedback and academics benefit to students.

Q11. What is the expected amount of face-to-face tutoring time for each selected student?

A11. For purposes of this RFP all tutoring is virtual.

Q12. Will information regarding student needs/deficits be made to available to contractors?

A12. Yes

Q13. Will a breakdown of schools at each level to be serviced (Elementary/Middle/High) be provided?

A13. Yes

Q14. As the services will be rendered virtually, will name badges be required?

A14. No

Q15. Will there be a point of contact or liaison for each school?

A15. Yes



Q16. Are there expectations for student participation and attendance? Are selected students required to participate, or is the service intended to merely be available to them?

A16. Students will be referred to virtual tutoring with the expectation of participating. The student and the parent will commit to receiving the services.

Q17. Will there be protocols for the contractor to document and report student attendance?

A17. No

Q18. Page 5 of the RFP states that “students in grades Second grade through twelfth grade will have access to the virtual tutoring”, but page 23 of the RFP states that “the program will be used by students in grades K-12 grade”. Can you clarify the grade levels for which the district is seeking to provide tutoring services?

A18. Our priority is students in grades 2-12, however, we serve students in grades K-12. Individual schools may have a need to serve students in grade K-1.

Q19. Does the district want the vendor to complete any part of Attachment M - Evaluation Rating Sheet and return this form with a submission?

A19. No, it is just for reference.

Q20. How will the 1,000 students be selected among the 44,000 students?

A20. Teachers will refer students to receive services based on students' academic needs.

Q21. Is there any interest in support school wide or district wide implementations in the future?

A21. Services would be offered district wide at the individual school level.

Q22. Can you confirm that you are interested in purchasing 25 hours for 1,000 selected students totaling 25,000 hours?

A22. We are interested in purchasing up to 25 hours for up to 1,000 students. The minimum number of students we would service is 350 students.

Q23. Are you willing to consider unlimited licenses rather than individual hours should it be a lower cost and better solution?

A23. Yes

Q24. Do K-1st grade students have tutoring services at a scheduled time? Compared to 2nd grade through twelfth-grade students who have access to virtual tutoring on an as-needed basis (p. 5, para 1)

A24. No

Q25. Do K-1st grade students have tutoring services at a scheduled time? Compared to 2nd grade through twelfth-grade students who have access to virtual tutoring on an as-needed basis (p. 5, para 1)

A25. No

Q26. Do year round-services mean summer too? (p. 8, Evaluation Factor 1, Letter a).

A26. Yes

Q27. What do 24/7 services actually mean? Do we need to have live tutors available at all hours or will most of the tutoring happen during the school day or before and after school? Do 24/7 services mean that we can also just have a platform with assignments for students to complete and tutors to grade and return? (p. 8).

A27. Sessions for tutoring should be available to accommodate students' schedules. Access to the platform 24/7 would be reasonable. It is not reasonable to have live tutors available at all hours. Tutoring sessions will be scheduled with students in advance. Students may have assignments that require uploading documents for grading and feedback, however that is not the only service needed. It is the expectation for tutoring sessions to include live interaction with students.

Q28. Can you clarify how many students the proposer will be contracted to work with? 1,000 or 4,000? (p. 23).

A28. Please see A1.

Q29. Are tutors to work with students one-to-one or in small groups? (p. 8, Evaluation Factor 1, letter g).

A29. Tutors would most likely work on on one and in small groups if appropriate and needed.

Q30. Would the proposer use St. Lucie's district curriculum or provide our own? (p. 8, Evaluation Factor 1).

A30. The district curriculum would be used.

****** RFP DUE DATE IS January 24, 2022, 3:00 P.M... ******



St. Lucie Public Schools

SUPERINTENDENT

E. Wayne Gent

Purchasing Department
9461 Brandywine Lane
Port St Lucie, FL 34986
Voice – (772) 429-3980

Name (Please Print)

Company Name

Signature (Authorized Representative of Company)

Date

Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes. (Note: Florida Statutes 120.57(3) and School Board Policy 7.701 contain entire procedure for filing).