

REQUEST FOR PROPOSAL
Toledo Public Schools
Title I Nonpublic Tutoring Services
2020-2021

The issuing office of the Request for Proposal is:

The Toledo Public School District
Title I Office
3301 Upton Avenue, Toledo, Ohio 43613

PROPOSAL

This Request for Proposal ("RFP") contains instructions for Title I Nonpublic Tutoring Services for Out of District Schools for the 2020-2021 school year. Service Providers submitting a proposal in response to this RFP understands that there are certain prerequisites and minimum conditions, and such Service Providers acknowledges its acceptance of and agreement to these prerequisites and conditions by the act of submitting a proposal.

Written proposals for services should be submitted to the District in accordance to this RFP. Any assumptions made by the Service Provider shall be clearly expressed in their proposal.

CRITERIA

An award shall be made, if any, to the responsible Service Provider whose proposal is deemed, in the exclusive judgment of the District, to be most advantageous to the District, with benefits and other factors considered.

The District does not obligate itself to accept the lowest cost proposal, the greatest benefit proposal, or any other proposal. The District reserves the right to reject any and all proposals and shall have no liability whatsoever to any company whose proposal is not accepted.

The services shall be performed as specified in Exhibit A, attached to this Request for Proposal.

COMPLIANCE WITH DISTRICT'S POLICIES

Proposals submitted by Service Providers, and any contract entered between the District and the successful Service Provider, must conform to and will be subject to the District's policies.

COMPLIANCE WITH STATE AND FEDERAL LAW

The District will only do business with a Service Provider that complies with all local, state and federal requirements regarding non-discriminatory hiring, fair employment practices and wage and hour standards. Moreover, the Service Provider must comply with all local, state and federal laws, rules and regulations applicable to the subject matter of this contract, and any contract proposed by a Service Provider must in all respects comply with such laws, rules and regulations.

Any contract entered between the District and the successful Service Provider is subject to all local, state and federal laws, rules and regulations now in effect or hereinafter enacted, and if any

of these at any time require the termination of the contract, the contract shall terminate and each party shall be left in the position it then occupies, retaining any benefit it has received prior to the time of such termination. The District shall not be required by any contract to engage in any conduct which is prohibited by, contrary to, inconsistent with or pursuant to, any federal or state law, rule, or regulation.

MODIFICATION

The District reserves the right, in its sole discretion, to modify the procedure and required terms of any agreement until any such agreement is executed.

Acceptance of a proposal shall not constitute an agreement between the Service Provider and the District and shall not be binding on the District unless and until an agreement containing all terms and conditions has been reduced to writing and executed by both the Service Provider and the District.

The District reserves the right to reject any or all proposals. Service Providers whose proposals are not accepted will be notified after a binding contract exists between the District and a Service Provider or if the District rejects all proposals.

The District reserves the right, in its sole discretion, to ask any Service Provider to clarify, modify, or supplement its proposal, including through direct contact with the Service Provider prior to and/or after the selection of the successful Service Provider.

EXHIBIT A
REQUEST FOR PROPOSAL
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SCOPE OF SERVICES

1. Service Provider will provide properly licensed teachers in the content areas of Reading and/or Math to tutor students attending nonpublic schools inside and outside the boundaries of the Toledo Public School District.
2. Service Provider will be responsible for supplying properly licensed teachers for tutoring services before, during, or after the school day depending on the needs of the individual building(s). Teachers must meet proper teacher certifications according to the Ohio Department of Education guidelines.
3. Service provider may be asked to redirect funds for Professional Development, supplies, materials, or Technology if a building has funds above what is needed for services.
4. Service Provider must submit the following documentation to the Toledo Public Schools Title I Office:
 - Properly Licensure Verification of all tutors (Annually)
 - Service schedules (three times per year)
 - Classroom Students rosters (three times per year)
 - Pre and Post Test data (two times per year)
 - Documentation of time and effort (Annually)
 - Invoices for services rendered (Semi Annual or Annually)

LOCATIONS AND SPECIFICATIONS OF SERVICES

1. 11 area schools serving at risk students with Estimated service funding amounts:
 - All Saints, Rossford Local – During the day pull out program (\$5,369.34)
 - Cardinal Stritch HS & Kateri Catholic Academy, Oregon Local – During the school day pull-out program, after school program for grades K-12. (\$142,287.57)
 - Central Catholic High School, Toledo Public, After school program for grades 9-12 (\$150,341.58)
 - Christ the King, Washington Local – During the school day pull-out program. (\$41,164.96)
 - Regina Coeli, Washington Local – During the school day pull-out program. (\$78,750.35)
 - St. Joan of Arc, Springfield Local – During the school day pull-out program (\$11,633.57)
 - St John Jesuit Academy and HS, Afterschool program grade 6-9 (\$60,852.54)
 - St Joseph's Maumee, Maumee Local – During the school day pull-out program (\$22,372.26)
 - St Rose, Perrysburg Local - – During the school day pull-out program. (\$894.89)
 - St. Patrick's of Heatherdowns, Maumee Local – During the school day pull-out program (\$101,122.61)
 - Toledo Islamic Academy, Sylvania Local – During the school day pull-out program grades K-8, After school program K-12 and summer program (\$42,059.85)

FUNDING SPECIFICATIONS

1. Total Services not to exceed **\$656,849.51**
2. It is recommended that no more than 10% of the total allocation can be used supplies, materials, and professional development. Any expenditures for these activities must be approved in advance by Toledo Public Schools.
3. Recommended Administrative Allowance: **\$26,273.98 (4%)**
4. Services will be provided from August 2020 through June 2021 based on individual school needs and funding as directed by the Toledo Public Schools Title I Office. Questions regarding services can be made by contacting Scott TenEyck, Nonpublic Facilitator by phone 419-671-8735, or email at steneck@tps.org

SUBMISSION INSTRUCTIONS

1. Please submit 1 copy of your proposal no later than 4:00 p.m. on Tuesday, August 1, 2020 to Title I office, 3301 Upton Avenue, Toledo, Ohio 43613 Attn: Scott TenEyck. Electronic proposals may also be submitted by the same deadline to steneck@tps.org.
2. Proposal must include service hours per building and administrative allowance percentage.
3. Services to begin NO LATER than **October 1, 2020**
4. Successful provider will be notified/announced no later than Tuesday, August 8, 2020.
5. Contract may be renewed at the discretion of the Local Education Agency (LEA) for up to two (2) additional 1 year terms.