



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
 SCHOOL BOARD ADMINISTRATION BUILDING
 Procurement Management Services
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BID/RFP ADDENDUM

Date: 12/3/2024

Addendum No. 2

BID/RFP No. ITN-24-018-CM BID/RFP TITLE: High Dosage Tutoring Services

This addendum modifies the conditions of the above-referenced BID/RFP as follows:

Please see attached answers to submitted questions. All other terms and conditions remain the same.

All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>

The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package.

I acknowledge receipt of Addendum Number _____

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward him/her a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: _____ E-MAIL _____ FAX # _____

BY: SIGNATURE (Manual): _____
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
 OF AUTHORIZED REPRESENTATIVE

ITN-24-018-CM High Dosage Tutoring Services

1. Under Section 4.4 – Minimum Qualifications for Tutoring Services item B states that the proposer must supply the names, addresses, and contact information of three (3) school districts in Florida where they have delivered or are delivering instructional tutoring.

We are curious to know if these references absolutely MUST be from Florida, or could the proposer include references from other states for districts of comparable size?

ANSWER: Pursuant to the ITN, the references can be from any organization comparable in complexity and/or size to M-DCPS.

2. Section 4.4.B: Proposer must supply the names, addresses, and contact information of three (3) school districts in Florida where they have delivered or are delivering instructional tutoring, along with letters of recommendation from public schools in those districts.

However, Exhibit 6: Proposer Experience: "Submit one form for each client reference. Understand that each client may be contacted to verify the validity of the partnership between the Proposer / Sub Proposer and the client."

ANSWER: The requirement in Section 5c notes Be regularly engaged in the business of providing the services described in this ITN for a minimum of five (5) years. Three (3) client reference letters from organizations comparable in complexity and/or size to M-DCPS, preferably. This must be documented on Exhibit 6, Proposer Experience Form, whereby each Proposer uses one form per reference. DO NOT include work/services performed for MDCPS or M-DCPS employees as reference.

3. Can you please clarify: Do we need to submit a total of 6 letters? Or are there two items from the same partner agencies?

ANSWER: Three letters total.

4. If the information is only required from schools served and we have ONLY served in Miami Dade County, can the letters/contact information be from school counselors, teachers? My main concern is that schools will be closed next week and it will be hard to contact them to obtain 3 letters in such short time-period. However, it is much easier to reach out to the tutors and school counselors than to reach out to the Principals.

ANSWER: Please see response to Question 1.

5. Will a video recording of the pre-bid conference be available on line for the above mentioned bid?

ANSWER: Yes, attached to this addendum response.

https://zoom.us/rec/share/yiwF5xU1zSoBZ_c2NDhV-htJOmAnQCqK7vMi79wNcKiS5QthR7lwDmlh7OI6Gkc.TfWZ1XEA1CUntXKh
Passcode: L3j2nWS\$

6. We'd like to request if the district can share the recording of the recently held pre-bid conference for 24-018-CM - HIGH DOSAGE TUTORING SERVICES? Thank you!

ANSWER: Please see response to Question 5.

7. **Question:** Will this opportunity be awarded to multiple vendors or a single vendor?
ANSWER: Our plan is to award to multiple vendors, but the proposals submitted will guide that decision.
8. What is the budget that the district has for this?
ANSWER: At this time, we do not have that information for this project.
9. Is this proposal for in-person tutoring only or would you accept a virtual option?
ANSWER: In-Person only
10. Will you award multiple vendors, or do you plan to award the opportunity to one vendor?
ANSWER: Our plan is to award to multiple vendors, but the proposals submitted will guide that decision.
11. Please confirm the grade levels to be served.
ANSWER: Elementary, Middle School, and 9-10 grades
12. Please confirm the length per each session with the student.
ANSWER: Tutoring sessions can be anywhere between 30 minutes to 90 minutes, depending on the class schedules.
13. What are the minimum tutor qualifications?
ANSWER: Tutors must have at a minimum, a high school diploma. Tutors with teaching certificates are preferred, however.
14. We are a franchisor with several independently owned center locations. Since our company name and program terms are consistent for all locations, can we submit one proposal for our learning center company with each location's information included? Or should each center location submit its own proposal?
ANSWER: Please submit according to the setup of your entity. We cannot provide guidance on how you would submit your proposal or proposals.
15. Will you accept vendors who offer only reading and math?
ANSWER: Possibly. We encourage all vendors to submit a proposal for our review.
16. Please confirm that the Contract Approval and Start Dates are January/February 2025, not 2024 as stated on p.11.
ANSWER: We are anticipating January/February 2025, however, this is dependent on the selection committee and Board approval.
17. Is this intended to be a single-vendor award or a multiple-vendor award?
ANSWER: Please see response to Question 10.
18. The application document states that the selected vendor is to "...provide high-dosage tutoring to small groups or individual students...". Are there expectations or limitations on the tutoring group size? What is the maximum number of students for a tutoring group? Should we assume that the maximum group size is five (5) per the Cost of Services form?

ANSWER: Because the tutoring groups will be fluid and based on data results from various progress monitoring data results, a tutor can expect to tutor anywhere between 3 – 6 students at a time.

19. Are there any parameters or expectations for the frequency and duration of the tutoring sessions? Should services be 3 days per week, 4 days per week etc.? Please clarify any minimum service expectations.

ANSWER: Tutoring sessions can be anywhere between 30 minutes to 90 minutes, depending on the class schedules. Tutors will be expected to work 5 days a week.

20. Page 15 states that ...tutors will be expected to participate in all required District trainings and support to ensure fidelity to program implementation...". Please clarify the procedure for bidders to include the cost for tutors who participate in those district trainings since the time is exclusive of tutoring. Should that information appear in lines 16-18 of the Cost of Services form on p.25?

ANSWER: Yes.

21. Are DocuSign signatures acceptable for any and all signatures required for the submission response?

ANSWER: Yes.

22. Is this program currently in place in your school district and, if so, who is the current vendor (or vendors) under contract? Also, if currently in place how many tutors and students are in the program? What is the allocation for the current program, if applicable?

ANSWER: This program is currently in place in our school district, but only for middle school mathematics tutoring. It is a grant funded project in partnership with UChicago.

23. Learn It Systems currently has a south Florida office in Lauderdale Lakes. Does that satisfy the requirement for a currently existing office as stated in the ITN document? If not, we would establish an office if awarded the contract. Is establishment of an office post-award acceptable.

ANSWER: Yes.

24. Do you accept online tutoring in the requested scope of work is this bid only for in-person tutoring services?

ANSWER: The ITN is only for in-person tutoring. We are not accepting virtual tutoring options.