

# REQUEST FOR PROPOSALS FOR TUTORING CONTRACTOR(S)

Requested by: Lorain County Workforce Development Agency  
42495 North Ridge Road  
Elyria, Ohio 44035

The Lorain County Workforce Development Agency (LCWDA) is seeking qualified vendors to deliver **Tutoring Services** to eligible youth and adult participants of OhioMeansJobs Lorain County under the Workforce Innovation Opportunities Act (WIOA) and Temporary Assistance for Needy Families (TANF) funded EDGE Program. Through this RFP, LCWDA seeks to build and maintain a network of tutors, brought on as independent subcontractors, to provide development and workforce preparation services to youth and adults who meet eligibility criteria.

## OVERVIEW

The overall mission and goals of OhioMeansJobs Lorain County programs are to:

- Connect participants with services that remediate their basic skills deficiencies
- Facilitate completion of secondary or alternative schooling leading to attainment of a High School Diploma or GED
- Transition participants to post-secondary studies
- Connect participants with meaningful employment promoting self-sufficiency

Specifically, Tutoring Services are delivered to participants who require additional academic assistance and instruction in order to achieve the outcomes set forth by WIOA regulations, which include; increased grade level functioning, attainment of High School diploma and/or GED, certificate or degree.

The LCWDA WIOA Tutoring services will be offered to participants in the following categories:

- In-school participants who are 16 - 21 years old and who are at risk of not graduating due to poor academic achievement, or failure to perform at grade level
- Out-of School participants who are 16 - 24 years old who are basic skills deficient as measured by their initial skills assessment conducted by utilizing the Test of Adult Basic Education (TABE), or other similar assessment
- Participants who are basic skills deficient as measured by their initial skills assessment, or who may be in need of assistance to help them successfully complete the program of studies they are enrolled in or be better prepared with the skills required for employment opportunities they may be pursuing

Program participants are likely to possess some of the following barriers:

- Basic Literacy Skills Deficient
- School Dropout
- Homeless or a runaway
- Pregnant or parenting
- Ex-offender
- Disabled
- Limited English language skills

Tutors can expect to work with participants from any or all of these categories who face one or more of the listed barriers.

LCWDA is seeking individuals possessing the professional skills and personal attributes making them well suited to serve as tutors and have an affirmative impact on participants, specifically in guiding them toward success in school, at work, and as community members. Individuals eligible to submit a response to this RFP include:

- Individuals holding a current Ohio Teaching Certificate, who also possess experience in the delivery of tutoring services,
- Organizations, including public, government agencies, community-based organizations, locally or state funded public educational institutions, or institutions of higher education recognized by the Ohio Department of Education or the Ohio Board of Regents and can demonstrate the capacity to provide the specific services requested. Services must be provided within the limits of Lorain County. Applicants considered for funding shall operate in accordance with the WIOA of 2014 and its applicable amendments and regulations, State, County and WIOA policy, procedure and regulations and in accordance with specifications of this RFP.

Additionally, a background check **will be required** for all individuals who are being considered prior to contracts being approved. The cost associated with the background check will be the sole responsibility of the proposer and is not reimbursable through the contract that may be established with LCWDA. Those candidates who possess a current Ohio Teaching Certificate will be waived from this requirement as it will have already been satisfied through the Ohio Department of Education.

## **DESCRIPTION OF SERVICES**

Program Tutors provide additional academic assistance and instruction to program participants in order to achieve the outcomes set forth by WIOA regulations, which include supporting skills gain for those who are enrolled in secondary and post-secondary programs. Tutoring services shall include;

- Regularly scheduled, in-person structured sessions in which individualized or group instruction occurs
- Instruction based on goals derived from participants Employment or Individual Opportunity Plans that have been developed with OhioMeansJobs Lorain County staff
- Assessments to determine if participants are making progress with positive skills gain

Tutors will be paid at a rate of:

- \$25.00 per 30-minute tutoring episode of **one-on-one** tutoring,
- \$33.50 per 30-minute episode of **group** tutoring, with a group consisting of 2 or more participants.

Participants may receive up to 2 hours of individual tutoring or 3 hours of group tutoring per week (Sunday through Saturday).

The Director of LCWDA, assisted by the OhioMeansJobs Lorain County staff, will provide overall direction to the Tutors. Tutors will be expected to attend occasional meetings with staff, which may include meeting with other Tutors who are delivering services, to provide input and feedback that is needed to continually improve the services provided.

It is expected that the Tutors will provide the following with each participant during each month:

- Complete thorough documentation of all tutoring activities for each participant
- Provide input to OhioMeansJobs Lorain County staff pertaining to participant's progress toward achieving goals that have been developed, as well as identification of any barriers or issues that may be encountered through the interaction with the participant(s)

Tutoring will be tailored to the needs of the participant, as indicated by assessments, grade cards, and skills deficiencies identified by the OhioMeansJobs Lorain County staff or by the Tutor the participant is working with. Services can be delivered at various locations throughout the County based on the mutual agreement of the participant and the Tutor. LCWDA reserves the right to approve or disapprove any site/location.

**To reply to this Request for Proposals, please provide the following information:**

1. A cover sheet listing proposer's name, address, phone number and e-mail address, along with the signature of the proposer.
2. A detailed narrative which demonstrates the individual proposer's or agencies experience and qualifications to deliver the services as outlined in the RFP. The narrative should include actual sites or geographic areas where the tutoring will be made available.
3. Current resume; for agencies/organizations applying the resume(s) of key personnel who will be delivering tutoring services must be provided.
4. Provide any additional information, not specifically addressed above, which may be used as an evaluation tool in the selection of a vendor for this service.

**Additional Information:**

1. Proposals must be typed. Responses must correspond to the numbered items requested above.
2. Each proposal must be signed on the proposal cover sheet by a representative authorized to commit to the activity described in the proposal.
3. The proposal and required documents must be returned (either in mail or electronically) to:

Mike Longo, Director  
Lorain County Workforce Development Agency  
42495 North Ridge Road, Elyria, Ohio 44035  
e-mail: [mlongo@loraincounty.us](mailto:mlongo@loraincounty.us)

- . Proposer's should also submit any questions about this RFP to the email listed above **(No verbal questions will be accepted)**.
4. All costs directly or indirectly related to the preparation of this proposal will be the sole responsibility of the proposer. This RFP does not constitute an offer. Acceptance of a proposal does not commit LCWDA to award a contract.
5. The Lorain County Board of Commissioners reserves the right to reject any and all proposals and to waive any informalities or irregularities if it is deemed in the best interest of Lorain County to do so. The award of a contract is based on available funding.

6. LCWDA may choose to conduct interviews prior to final vendor selection.
7. A written notice will be sent to all vendors submitting a proposal informing them of the selection or rejection of their proposal.
8. LCWDA will enter into a contract with approved vendors for the period of one year. Contracts will automatically be renewed each anniversary for the same terms upon agreement of both parties, ongoing need for the service, successful contract performance and the availability of funds.
9. Either party may terminate the agreement after giving 30 day written notice of termination to the other party.

(REV 8/2016)