

REQUEST FOR PROPOSALS FOR YOUTH 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 in Lorain County under the Workforce Investment Act (WIA) funded Youth EDGE Program. Through this RFP, LCWDA seeks to build and maintain a network of tutors, brought on as independent subcontractors, to provide youth development and workforce preparation services to young individuals who meet federal income eligibility criteria, specifically through the provision of one-on-one **Tutoring Services**.

OVERVIEW

The overall mission and goals of the WIA Youth EDGE Program are to:

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

Specifically, Tutoring Services are delivered to youth who require additional academic assistance and instruction in order to achieve the outcomes set forth by WIA regulations. (Increased grade level functioning, High School diploma and/or GED attainment)

The LCWDA WIA Tutoring services will be offered to youth in the following categories:

- In-school youth (still in high-school) who are 16 and older who are at risk of not graduating due to poor academic achievement, or failure to perform at grade level
- Out-of School participants, including drop-outs and individuals ages 16 -21 with no GED or High School Diploma, who are basic skills deficient as measured by their initial skills assessment conducted by utilizing the Test of Adult Basic Education (TABE)
- Youth enrolled in post-secondary studies who are basic skills deficient as measured by their initial skills assessment conducted by utilizing the TABE

LCWDA WIA Youth EDGE participants are likely to possess one or more of the following barriers:

- Basic Literacy Skills Deficient
- School Dropout
- Homeless
- Runaway
- Pregnant or Parenting
- Offender
- Foster Care (Current of Former)
- Disabled
- Limited English Skills
- Incarcerated Parent
- Faces serious barriers to finding employment

Tutors can expect to work with youth 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 youth, 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 WIA of 1998 and its applicable amendments and regulations, State, County and WIA 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

The WIA Youth Program Tutors provide additional academic assistance and instruction to program participants in order to achieve the outcomes set forth by WIA regulations, which include increased grade level functioning and/or attainment of High School diploma or GED. Tutors will be paid at a rate of:

- \$30.00 per 30-minute tutoring episode of **one-on-one** tutoring,
- \$40.00 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).

Tutoring services include:

- Regular, structured sessions in which individualized instruction occurs
- Instruction based on goals derived from the youth's individual service strategy (ISS)
- Assessment to determine if youth is making progress

The Director of LCWDA, assisted by the staff of the WIA Youth EDGE Program, will provide overall direction to the Tutors. Tutors will be expected to attend occasional meetings with LCWDA staff, which may include meeting with other Tutors who are delivering services, to provide input and feedback LCWDA needs 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 LCWDA staff pertaining to participant's progress toward achieving goals that have been developed by the Youth staff who assigned the participant(s) to the tutoring service, 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 WIA Youth EDGE 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
4. 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.