



**BURCH CHARTER SCHOOL OF  
EXCELLENCE, INC**

**REQUEST FOR PROPOSAL  
TUTORING  
SERVICE PROVIDER 2024-2025**

**PROPOSALS DUE: June 28, 2024 at 12:00 P.M.**

## NOTICE FOR REQUEST FOR PROPOSALS

Notice is hereby given that pursuant to the requirements of N.J.A.C. 6A:23A-5.2 (a)(5), the Burch Charter School of Excellence is requesting proposals (RFP) to obtain from approved NJDOE Vendors a proposal to act as the district's high impact tutoring service provider as outlined in the RFP.

A copy of the RFP can be obtained at [www.burchcharterschool.org](http://www.burchcharterschool.org). All vendors submitting proposals must use and complete all forms and include all information required in the RFP. An original and two (2) copies of the Proposal must be submitted in a sealed envelope with "RFP – Tutoring Service Provider 2024-25. marked on the front of the envelope.

Proposals must be submitted to Burch Charter School of Excellence no later than June 28, 2024 at 12:00 PM. If sent by mail, it should be clearly marked as "RFP – Tutoring Service Provider 2024-25." The proposals should be addressed to the Business Administrator, Burch Charter School of Excellence 100 Linden Avenue Irvington NJ 07111. The Burch Charter School of Excellence invites applications from instructional service providers approved by the NJ Department of Education (<https://www.nj.gov/education/grants/opportunities/2024/24-AB01-H02.shtml>)

to provide tutoring services as follows:

### **Request for Proposal**

#### **TUTORING SERVICE PROVIDER**

Burch Charter School of Excellence is a K-5 school district of approximately 360 students located in Irvington, NJ.

##### **I. Purpose:**

In accordance with N.J.S.A. 19:44A-20.4 et seq., the Burch Charter School of Excellence is requesting proposals from instructional service providers approved by the NJ Department of Education as those meeting program requirements to provide tutoring services for targeted 3rd to 5th-grade students. Proposals and qualifications for the instructional service provider will be evaluated as a whole. It is the intention of the Burch Charter School of Excellence to make this appointment as soon as the district receives the approval on the grant application. Pursuant to Title 18A-18A-5(1) professional services are not required to be bid or advertised and the Board is not required to award based on lowest price and will award based on criteria as outlined in this proposal request. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.

##### **II. Scope of Service – Tutoring Service Provider**

The Local Education Agency (LEA) is interested in organizations that provide tutoring services which include the following considerations:

- Render tutoring services at scale in alignment with the principles of high-impact tutoring (see Quality of Standards, below);
- Provide a minimum of three (3) sessions per week for each student, with a recommended maximum ratio of three (3) students to one (1) tutor;
- Prioritize grades three (3) to fifth (5) but allow for LEAs to express additional needs;
- Demonstrate immediate capacity to serve at least 120 students.
- Conduct criminal background history clearance consistent with N.J.S.A.18A:6-7.1 and N.J.A.C. 6A:9B-4.2 for all

tutors;

- Ensure tutors receive training and leverage high-quality instructional materials for tutoring;
- Align tutor training to research-backed best practices, the New Jersey Student Learning Standards (NJSLS) within the specific content area, and grade level(s) of support; and
- Ensure at least four (4) tutors are immediately available and those tutors meet eligibility requirements before service.

### **III. Qualifications**

To be eligible, an organization must, at a minimum, provide the following:

- A previous project plan of a similar scale and concept that demonstrates experience in delivering tutoring programs for large numbers of students. In addition, the project plan should confirm:
  1. proof of leadership and organizational skills, as well as strong project management and scheduling skills;
  2. experience with conducting and/or leading tutoring sessions in English language arts and
  3. extensive working knowledge of literacy assessment and the ability to design instructional interventions in response to student data.
- Provide resumes/CVs and describe the qualifications and experience of key leadership staff who will be involved in this project. In addition, attest that all tutoring staff:
  1. Are appropriately qualified and have been thoroughly vetted by the organization;
  2. Have obtained criminal background history clearance consistent with N.J.S.A.18A:6-7.1 and N.J.A.C. 6A:9B-4.2;
  3. Have completed 60 semester-hour credits from a nationally accredited college or university of all tutors. Please note that vendors who employ individuals with advanced coursework in education and English language arts will be shown preference; and
  4. Hold experience tutoring in English Language Arts and Mathematics with the targeted grade levels in at least grades three (3) to fifth (5).
- Additional Requirements for Organizations
  1. Vendors may be required to attend additional training pertaining to, but not limited to, New Jersey Student Learning Standards in English Language Arts and Mathematics.
  2. Vendors shall be available and hold the technical capacity to lead and conduct tutoring sessions either in-person or virtually during the regular business day and possibly before and/or after typical school hours.
  3. Vendors shall conduct observations of tutoring personnel and collect and share student performance data with organizational leadership.
  4. Vendors shall have the capacity to provide in-person tutoring services.
  5. Vendors shall ensure that supervision practices of students during tutoring sessions are aligned with state and local policies.
  6. Vendors shall attest that their tutors have valid driver's licenses, proof of reliable transportation, proof of automobile insurance, and proof must be immediately available for inspection if requested by the LEA.

Burch Charter School of Excellence shall award a contract to an individual(s) or firm(s) that best meet(s) the needs and interests of the Board.

#### **Qualifications of Respondents – all submissions shall include the following minimum information:**

- Name of the individual(s) to be assigned to perform the tasks required.
- Professional experience and education of the individual(s) to be assigned including a listing of experience with New Jersey Boards of Education. The Board is requesting at least three (3) years of professional experience with

New Jersey Boards of Education.

- A statement concerning the ability of the firm/individual to perform tasks assigned by the Burch Charter School of Excellence in a timely fashion.
- Professional licenses and certifications held by the individual(s) to be assigned.
- A description of the support staff available to the individual(s) to be assigned.
- A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/individual showing a minimum amount of \$1MM/\$2MM professional liability insurance and all other insurance coverage in place shall be required upon award of contract.
- A list of four (4) professional references with addresses and telephone contact numbers.
- A copy of your New Jersey Certificate of Employee Information Report approval pursuant to N.J.A.C. 17:21-1.1 et. seq. or a completed Form AA-302 Initial Employee Information report.
- A copy of your New Jersey Business Registration Certificate.

**Contract Period:**

- The tutoring services will commence on Tuesday, October 15, 2024 thru May 2, 2025 (113 days = 25 weeks).

**Format of Response :**

The Burch Charter School of Excellence seeks from all participating respondents information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP.

**A. Transmittal Letter**

A transmittal letter shall be submitted with the RFP that identifies the person submitting the proposal and includes a commitment to provide services required by the Burch Charter School of Excellence

The letter of transmittal is to be addressed and mailed to:

Joel Julien  
School Business Administrator/Board Secretary  
Burch Charter School of Excellence  
100 Linden Avenue  
Irvington, NJ 07111

**All proposals are due on Friday, June 28, 2024 at 12:00 PM.** Submissions received after the date and time specified will be returned unopened . All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals.

## B. Proposal Elements

- Briefly describe your organization in no more than 2-5 sentences.
- Are you applying as a consortium of multiple organizations working together? ○ List the organization's website.
- Describe organization type (non-profit, for-profit, etc.)
- How long has the organization been tutoring students?
- How many students has the organization tutored in a typical year?
- How many tutors does the organization currently employ?
- How will the organization expand to support the tutoring if needed? ○ How will the organization recruit and train new and existing tutors to support the New Jersey High Impact Tutoring program?
- Where in New Jersey does the organization currently operate?
- Please describe evidence of your organization's prior successes in tutor recruitment, training, and/or instructional materials for tutoring.
- Explain how the organization has provided programs that meet the high-impact tutoring criteria as required by the NJ Department of Education.
- Describe any program evaluations that demonstrate a positive impact on student achievement.
- Include 1-2 supporting artifacts demonstrating your organization's ability to provide tutoring services to LEAs effectively. You must include evidence of success for all the services for which you are applying.
- List all other state or local education agencies you have partnered with in the past five years to provide similar services.
- List a minimum of three (3) relevant client references, including client names, addresses, contact names with emails and phone numbers, dates of service, and type(s) of service(s) provided.
- Provide a statement of the approximate number of students and the number of schools your organization can responsibly support and how your proposed team would serve them. Include the locations (specific New Jersey counties) that your organization can serve.
- If working as a consortium of organizations, provide evidence of prior collaboration or existing MOUs between consortium entities.
- Describe your team's proposed approach for carrying out the objectives and requirements of tutoring services
- Describe the program design, project activities, materials, and other products, services, and reports to be generated during the program(s) and relate them to the stated purposes.
- Briefly describe how your tutoring will be accessible to multilingual learners (English language learners) and students with disabilities.
- Explain in detail the plans to ensure the appropriate oversight of the tutoring experiences offered, either virtually or in-person, during the school day. Policies differ across delivery methods, supervision policies must explicitly address the different scenarios (i.e., if tutoring occurs during the school day or on school grounds, a certified teacher is needed)
- Explain how your organization's approach to tutoring services is aligned to research backed national best practices.
- Provide a statement of how many cohorts of schools and students your organization can responsibly support and how your proposed team would serve them.
- Describe any approaches to recruit tutors with particularly useful skills, such as fluency in languages other than English or experience serving students with disabilities.

- Identify the tutor types that would be recruited and provided to LEAs: college students, teacher candidates, current or retired teachers, paraprofessionals, community members, and others (list).
- Describe your organization’s training schedule for tutors, including total hours of training, content areas covered, method of delivery (synchronous vs. asynchronous; virtual vs. in-person training), and alignment to the principles of high-impact tutoring.
- Describe how your tutoring curriculum is NJSLS-based high-quality and how the proposed delivery approach is aligned with research-based instructional strategies for the given content area. Describe how data is used to make real-time shifts in individual supports.
- Identify if a curriculum-integrated online platform will be used to deliver services. If so, please describe it, its functionality, and how it supports student learning.
- Describe the critical components of the proposed curriculum for both Math and English Language Arts.
- Describe how you progress and monitor student learning.
- Describe your communication plan with parents, teachers, and school administrators.
- Explain the management system for quality assurance of hired tutors.
- Provide a description of any materials that are needed for program implementation.
- Include how you handle discipline issues, should any arise during a tutoring session.

**C. Qualifications; Relevant Experience**

Evidence and documentation shall be submitted highlighting qualifications and experience that will assist the Board in the evaluation and selection process.

**D. Fee Proposal**

- Develop an overall budget. Include any breakouts by the number of students served, hours of service, or cohort models that may be useful for LEAs to understand (e.g. costs per student for instruction of 3 x 50-minute periods per week for 25 weeks, etc.)
- Identify specific fixed and variable costs:
  - Hourly rate per instructor;
  - Materials costs;
  - Tutor management and support costs;
  - Operations costs, materials costs, etc.

**E.** The firm acknowledges that the responder, on behalf of the institution, has read this Request for Proposal, has full understanding, and agrees to be bound by the terms and conditions. Proposals must be submitted before the time and date specified by mail or hand-delivered to the Board of Education. **No facsimile or e-mail proposals will be accepted.**

**F.** The Burch Charter School of Excellence reserves the right to reject any or all proposals as a whole.

**G.** The Burch Charter School of Excellence reserves the right to contact references provided with the proposal.

**H.** Any departures from this Request for Proposals must be noted. Any conditions or terms must be written and included with the RFP.

I. Include any additional information you believe will be useful to the Burch Charter School of Excellence in its selection process.

### **References**

Provide a list of the boards of education for which you have provided effective tutoring services within the last three (3) years. Include the name of the entity, the name and telephone number of a contact person, and the name of the partner that is assigned to that district.

### **Award of Contract**

The procedures developed for awarding the contract constitute a “fair and open” process pursuant to N.J.S.A. 19:44A-20.7. A decision on whether the contract will be awarded and to whom it will be awarded shall be made within thirty (30) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the firm that submits the most advantageous proposal based on price and the firm's qualifications and other factors considered.

### **Technical Criteria and Qualifications**

The Board will consider the following criteria in evaluating the proposals submitted in response to this Request for Proposal:

- Technical criteria:

Proposed methodology:

- Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?
- Is the vendor's proposal complete and responsive to the specific RFP requirements?
- Has the past performance of the vendor's proposed methodology been documented?
- Does the vendor's proposal use innovative technology and techniques?

- Management criteria:

Project management:

- How well does the proposed scheduling timeline meet the contracting LEA's needs? - Is there a project management plan?
- Does the vendor document a record of reliability of timely delivery and on-time and on budget implementation?
- Does the vendor demonstrate a service track record as evidenced by on-time, on budget, and contract compliance performance?
- Does the vendor document industry or program experience?

- Cost criteria:

- Relative cost: How does the cost compare to other similarly scored proposals? - Full explanation: Are the price and its component charges, fees, etc., adequately explained or documented?
- Does the proposal include quality control and assurance programs?

- Does the vendor have sufficient financial resources to meet its obligations?

### **Laws**

The Professional shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. The laws of the State of New Jersey shall govern this contract.

### **Law Against Discrimination**

During the performance of this contract, the Professional and his sub-consultants agree to comply with P.L. 1975, c.127, "Law Against Discrimination" in accordance with provisions described in Exhibit "A" attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time is attached hereto made a part hereof and incorporated herein by reference. The contract with the Professional may be rescinded if the Professional fails to submit proof of compliance with the regulations set forth in N.J.A.C. 17:27. The regulations are available online at [http://www.state.nj.us/treasury/contract\\_compliance/pdf/njac1727ac.pdf](http://www.state.nj.us/treasury/contract_compliance/pdf/njac1727ac.pdf) or will be provided to you upon request.

### **Indemnification**

The Professional shall indemnify and hold the Board harmless for any and all claims, injuries, and damages, including the reimbursement of reasonable attorneys' fees and the cost of litigation that may occur due to the provision of tutoring services to the Board.

### **Insurance**

The Professional agrees to obtain and maintain for the entire term of this Agreement the following insurance coverage:

- Workers' Compensation – In compliance with the Workers' Compensation Law of the State of New Jersey.
  - Professional Liability – claims made based in the annual aggregate of \$2,000,000.00
  - Errors and Omissions – A minimum limit of liability of \$1,000,000.00 per incident. •
- Any other insurance as deemed necessary by the Board of Education.

Failure by the Professional to supply such shall result in default.

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the Board. The Professional shall not take any action to cancel any of the insurance required under the agreement without the approval of the Board. The maintenance of insurance under this section shall not relieve the Professional of any liability greater than the insurance coverage.

All policies must incorporate a provision requiring the giving of notice to the Owner by certified mail, return receipt requested, at least thirty (30) days prior to the cancellation or non-renewal of any insurance policy required herein.



### **Business Registration Certificate**

Pursuant to N.J.S.A. 52:32-44, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- No contract with a subcontractor shall be entered into until the subcontractor provides a copy of a valid business registration certificate to the contractor. The contractor shall provide copies of a current Business Registration Certificate for each subcontractor immediately upon entering into each subcontract. The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends through all levels (tiers) of the Project. Subcontractors through all tiers of a Project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- The contractor shall maintain and submit a current, updated list of subcontractors and their current Business Registration Certificate as a continuing obligation under this contract. Before the contracting agency makes the final payment on the contract, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used to fulfill the contract, or shall attest that no subcontractors were used.
- For the term of this contract, the contractor and each of its affiliates and each subcontractor and supplier and each of its affiliates as defined in N.J.S.A. 52:32-44(g) (3) shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A contractor, subcontractor or supplier that fails to provide a copy of a business registration as required pursuant to N.J.S.A. 52:32-44 et seq., or that provides false business registration information under the requirements of either of those sections shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency. The contractor shall indemnify and hold harmless the Owner from and against any and all fines, taxes, penalties, interest, claims, losses, costs and expenses of any kind arising out of or resulting from or in connection with the contractor's failure to comply with N.J.S.A. 52:32-44 as amended from time to time.

### **Annual Political Contributions Disclosure**

Pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271, s.3), the Attorney may be required to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission. It is the Attorney's responsibility to determine if filing is necessary. Additional information on this requirement is available

from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4), please note the following:

- Pursuant to N.J.A.C. 6A:23A-6.3 (a2) Reportable Contributions:

No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity that has made a contribution reportable by the recipient under P.L.1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.

- Pursuant to N.J.A.C 6A:23A-6.3 (a2,3) Contributions During Term of Contract:

Contributions reportable by the recipient under P.L. 1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.

When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

- Pursuant to N.J.A.C. 6A:23A-6.3 (a4) Political Contribution Disclosure Form:

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The district will review the Chapter 271 form to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract.

### **Termination**

Either party may terminate the consultant agreement upon providing thirty (30) days' written notice to the other party. Written notice shall be sent by certified mail; return receipt requested.

### **Checklist**

The following documents must be submitted for your proposal to be considered:

1. Proposal Details (following guidelines set forth on "Format of Response")
2. Business Registration Certificate
3. Disclosure of Investment Activities in Iran & Belarus
4. Affirmative Action Documentation or Questionnaire
5. Non-Collusion Affidavit