



**REQUEST FOR QUOTE
TUTORING SERVICES FOR GRADES 7-9 STUDENTS
Quote #230110B**

DATE of ISSUANCE: December 23, 2022

QUOTE DUE DATE: January 10, 2023; 12:00 pm (noon)

SUBMIT TO: Cheryl A. Duval, Chief Procurement Officer
Administrative Services Office
QUABBIN REGIONAL SCHOOL DISTRICT
872 South Street
Barre, MA 01005



The Quabbin Regional School District (the Awarding Authority), operating under Massachusetts General Law (MGL), Chapter 30B, is issuing a Request for Quote (RFQ) for Tutoring Services as defined and detailed in this RFQ.

I. Scope of Services:

- a. The Awarding Authority seeks to contract with a service provider to provide synchronous (live, occurring in real time), online, direct instruction to Quabbin Regional Middle/High School students in grades 7, 8, and 9 who have been identified as requiring tutoring services.
- b. Tutoring services shall be provided for thirty (30) minute sessions on Monday, Tuesday and Thursday (referred to as base sessions), for ten (10) weeks beginning January 23, 2023 through April 6, 2023. No tutoring sessions shall occur during the February vacation period. The Quabbin Regional School District School Calendar has been provided. (Appendix A).
- c. If school is canceled for any reason, tutoring sessions scheduled for that day shall be canceled and shall not be made up.
- d. Base sessions shall take place from 7:40 am-8:10 am Eastern Standard Time, while students are in attendance at school.
- e. The tutor shall be present online and actively engaged with students throughout the duration of each thirty minute session.
- f. Tutoring services shall be provided in small groups in a 1:3 ratio (1 tutor to 3 students).
- g. The service provider shall guarantee sufficient staffing levels to meet the 1:3 ratio for the duration of the ten week program.
- h. The district anticipates 177 to 183 students to be enrolled in the program.

- i. Individual tutors shall be assigned to the same three students each session for the duration of the contract period, unless a student unenrolls from the district. Shall a student unenroll, the district retains the opportunity to assign a different student to that tutoring session.
- j. The service provider shall provide English Language Arts (ELA) and Math curriculum, content and instruction.
- k. The tutoring content shall be based on a formal curriculum with proven results.
- l. The service provider shall submit the proposed curriculum and documentation indicating proven results with the quote package.
- m. All students in the program shall receive a pre-test in ELA and Math that determines the focus of what they are learning and a post-test to measure gains.
- n. Quabbin Regional School District's leadership team shall have access to the learning system platform to monitor student progress, in a manner such as an online tool or "dashboard" available 24/7.
- o. Students in the program shall have access to the digital learning platform twenty-four (24) hours per day, for the duration of the contract period.
- p. The tutor shall provide feedback, to an assigned district leadership team, on a student's engagement level at least one time every three days.
- q. All tutors providing tutoring shall submit to a fingerprint-based state and national criminal background check (CORI/SORI) at least two (2) days prior to the first tutoring session.
- r. The successful bidder shall be required to meet with the district leadership team within five (5) days of the contract award (estimated to be January 11, 2023).
- s. The service provider shall provide a professional development certification and/or proof of a minimum of eight (8) hours of training in either ELA or Math practices for each tutor assigned to provide direct instruction to students at the time of the meeting with the district leadership team.

II. General Information and Quote Submission Requirements:

- a. Quotes shall be submitted in writing and shall be deliverable via in-person, by courier, by mail or emailed.
- b. Quotes submitted via in-person, by courier, or by mail shall be addressed to Cheryl A. Duval, Administrative Services Office, Educational Support Center, Quabbin Regional School District, 872 South Street, Barre, MA 01005.
- c. Quotes submitted via email shall be addressed to cduval@qrsd.org.
- d. **Quotes shall be accepted only if received by 12:00 pm (noon) on January 10, 2023.** Timestamp on emails shall be the time received by the district's server, not the time the email was sent by the sender. Postmarks shall not be considered. Quotes submitted by fax shall not be considered.
- e. If Quabbin Regional School District is closed for unforeseen and/or uncontrollable events, the submission deadline shall be postponed until 12:00 pm (noon) on January 11, 2023. Notice of closure shall be posted on the district's main webpage located at www.qrsd.org, under School Closing Information and on Boston, MA local news stations.
- f. Bidders shall submit bid in sealed envelope, marked as follows:
Quote: Tutoring Services Due Date: January 10, 2023, 12:00 pm
The Bidders name, address and contact phone number shall be clearly visible on the outside of the sealed envelope.
- g. Quotes shall be opened, in public, on the due date immediately following the time due.
- h. Quabbin Regional School District shall not reimburse Bidders for any costs incurred in preparing responses to the RFQ or to meet with the district leadership team.
- i. Bidders shall be allowed to correct, modify or withdraw bids up to the date and time of the opening. After this time, no changes shall be allowed.
- j. Bidder's bid price **shall be submitted on the Pricing Sheet** (Appendix F). Bidder shall itemize all associated costs, such as implementation fees, license fees, tutoring fees, etc. Costs shall be written as "one-time" or "per student" costs. No additional costs, other than those clearly identified on the pricing sheet, shall be payable to the service provider.

- k. All words, signatures and figures submitted on the bid shall be in ink. Bids which are conditional, obscure or which contain additions not called for, erasures, alterations or irregularities, may be rejected as informal. More than one bid from the same bidder shall not be considered.
- l. Although advertising is not required under MA Chapter 30B, this RFQ has been posted on COMMBUYS.

III. Required Insurance Coverage:

- a. Workers Compensation: The service provider shall carry Workers' Compensation coverage with statutory limits, including Employers Liability (per occurrence) of \$1,000,000 (one million dollars) per occurrence.
- b. General Liability Insurance: The service provider shall carry commercial General Liability Insurance with an insurance company satisfactory to the Awarding Authority so as to save the Awarding Authority harmless from any and all claims. General Liability for Bodily Injury, including Accidental Death: \$1,000,000 (one million dollars) per occurrence, \$2,000,000 (two million dollars) aggregate.
- c. The above insurance policies shall also be subject to the following requirements:
 - i. At least one week prior to starting work on this contract, the Service Provider shall present to the Awarding Authority Certificates of Insurance stating coverages stated above. The Certificate of Insurance shall name the Awarding Authority as an additional insured on all policies.
 - ii. Certificate of Insurance renewals shall be filed with the Awarding Authority at least ten (10) days prior to the expiration date of required policies.
 - iii. No cancellation of any insurance, whether by the insurer or by the insured, shall be effective unless written notice thereof is given to the Awarding Authority at least fifteen days prior to the intended effective date, which date has been expressed in the notice. Prior to the effective date of any such cancellation, the Service Provider shall secure new insurance to cover the policies so cancelled.

IV. Awarding Authority Right to Cancel or Reject Quote:

The Awarding Authority reserves the right to cancel this Request for Quote or reject, in whole or in part, any or all bids, if the Awarding Authority determines that cancellation or rejection serves the best interests of the Awarding Authority.

V. Certifications: Bidder, Tax Compliance Form, Non-Collusion:

Certifications of Bidder (Appendix B), Tax Compliance (Appendix C), and Non-Collusion (Appendix D) shall be completed and **included with the bid at time of the bid opening.**

VI. References:

Bidders, not currently providing services to the Quabbin Regional School District, shall submit three (3) references where a contract of similar scope was performed within the past five (5) years. A Reference Form (Appendix E) is attached. A comparable form may be submitted.

VII. Addendum and Questions:

- a. All questions pertaining to this RFQ's terms, conditions or specifications shall be presented **in writing** to the Awarding Authority's Procurement Officer, Cheryl A. Duval, cduval@qrsd.org.
- b. Answers to any/all questions and responses to and/all inquiries shall be issued as an Addendum to the RFQ. Addenda shall be emailed to all Bidders requesting and/or receiving the RFQ. Certification of receipt of any and all addenda shall be required as part of the bid, noted on the Pricing Sheet.

VIII. Rule of Award:

This document shall be considered part of the contract. A contract, in the form of a purchase order, shall be awarded to the responsive and responsible bidder offering the lowest total price for the services requested, as specified in the RFQ.

IX. Additional Contract Terms & Conditions:

- a) Purchases made by the Awarding Authority are exempt from taxes and bid prices shall exclude any taxes. A tax exemption certificate shall be furnished upon request.
- b) Invoicing: Service Provider shall submit to the Awarding Authority an invoice for services provided within one month's time. The invoice shall include an itemization of services provided, including the number of tutors providing service for the period being invoiced. One-time costs, as specified on the Pricing Sheet as submitted in the Bidder's response, may be invoiced as due in full and payable within fifteen days of the start of tutoring sessions.
- c) Breach of Contract: In the case of failure, on the part of the Service Provider, to execute the work as per agreement, the Awarding Authority reserves the right to terminate the contract, satisfying its wants through another company, if possible, and the Awarding Authority shall collect from the Service Provider any increase over the bid price as a result of such failure on the part of the Service Provider.
- d) Force Majeure: Failure to perform when such failure is due to an Act of God, public enemy, fire, earthquake, floods, embargos, or other similar causes beyond the control of the Service Provider, may be considered a force majeure and limit contractual liability; however, only the Massachusetts Office of the Attorney General

and its courts may determine if force majeure is applicable in waiving contractual liability.

- e) Subcontracting of Award: No subcontracting of the contract shall be made without written consent of the Awarding Authority.
- f) Funding: All contracts awarded as part of this bid shall be subject to availability of funds from local appropriation. If funds are not appropriated for this purpose, the Awarding Authority may terminate this contract and shall not be obligated to make any further payments.
- g) Indemnification: Unless otherwise provided by law, the Contractor shall indemnify and hold harmless the Awarding Authority and its employees against any and all liability, losses, damages, costs or expenses for personal injury or damage to real or tangible personal property that the Awarding Authority may sustain, incur or be required to pay, arising out of or in connection with the performance of the contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its officers, agents, employees or subcontractors.
- h) Choice of Law: This Contract, and all claims or defenses based on, arising out of, or related to this Contract of the relationship of the parties created hereby, including without limitation those arising from or related to the negotiation, execution, performance, or breach of this Contract whether sounding in contract, tort, law, equity, or otherwise, shall be governed by, and enforced in accordance with, the internal laws of the Commonwealth of Massachusetts, including its statute of limitations, without reference to its choice of law rules or any principle calling for application of the law of any other jurisdiction.



APPENDIX A – School Calendar RFQ – Tutoring Services for Grades 7-9 Students

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2022 (1 DAY)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September 2022 (21 DAYS)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October 2022 (19 DAYS)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November 2022 (18 DAYS)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2022 (16 DAYS)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2023 (20 DAYS)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February 2023 (15 DAYS)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 2023 (23 DAYS)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						


April 2023 (15 DAYS)

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 2023 (22 DAYS)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2023 (10/15 DAYS)



**Quabbin Regional
School District**

**2022—2023
School Calendar**

Key:

- = No School—Holiday/
Vacation
- = Curriculum Day—No
School for Students
- ☆ = End of trimester
- △ = Early Release for students.
Extended day for Faculty
(3:30/4:00)
- = Extended day for faculty
ONLY
- = Monthly Staff Meetings

Nov. 2—Early Release (Prof.Dev.PK-12)
Nov. 11—Veteran’s Day (observed)
Nov. 23—25—Thanksgiving Holiday

Dec. 1—Trimester 1 ends
Dec. 14—Early Release (Prof.Dev.PK-12)
Dec. 23—Jan. 2—Winter Break

Jan. 3—Welcome Back!
Jan. 16—M.L. King, Jr. Holiday
Jan. 25—Early Release (Prof.Dev.PK-12)

Feb. 15—Early Release (Prof.Dev.PK-12)
Feb. 20—24 February Break

Mar. 14—Trimester 2 ends
Mar. 22—Early Release (Prof.Dev. PK-12)

Apr. 17—21 April Break
Apr. 12—Early Release (Prof.Dev. PK-12)

May 24—Early Release (Prof.Dev. PK-12)
May 29—Memorial Day Holiday

June 7—Early Release (Prof.Dev. PK-12)
June 14—Last day (NO SNOW DAYS)
June 19—Juneteenth Day
June 22—Last day (5 SNOW DAYS)
***If June 14th is the last day of school,
Extended Day for Faculty will be cancelled



APPENDIX B
RFQ – Tutoring Services for Grades 7-9 Students

BIDDER CERTIFICATION

I, the undersigned representative of the bidder, certify that I have studied the Request for Quote – Tutoring Services Quabbin Regional Middle School Students, for the Quabbin Regional School District and I fully understand the requirements contained within.

I further certify that I am authorized to submit this bid on behalf of the bidder that I represent.

By: _____

Signature

Clearly printed email address

Clearly printed name of person signing the bid

Clearly printed name of business

Date



APPENDIX C
RFQ – Tutoring Services for Grades 7-9 Students

TAX COMPLIANCE CERTIFICATION

Pursuant to Massachusetts General Laws, Chapter 62C, §49A, I certify under penalties of perjury that I, to the best of my knowledge and belief, am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and Bidders and withholding and remitting child support.

I further certify that I am authorized to sign this certification on behalf of the bidder that I represent.

_____	OR	_____
Clearly printed <u>Name of Individual or d/b/a</u>		Clearly printed Name of <u>Corporate Business</u>
_____		_____
Social Security Number		Federal Identification Number
_____		_____
Signature of Individual		Corporate Officer Signature
_____		_____
Date		Date



APPENDIX D
RFQ – Tutoring Services for Grades 7-9 Students

CERTIFICATE OF NON-COLLUSION

I, the undersigned, certify under penalties of perjury, that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

I further certify that I am authorized to sign this certification on behalf of the bidder that I represent.

By: _____

Signature

Clearly printed name of person signing the bid

Clearly printed name of bidder

Date



APPENDIX E
RFQ – Tutoring Services for Grades 7-9 Students

REFERENCE FORM

Name of Bidder: _____

Any bidder not currently providing services for the Quabbin Regional School District shall submit three (3) references for whom they have provided similar services within the Commonwealth of Massachusetts within the past five (5) years. Contact names, addresses and telephone numbers shall be provided. Alternate forms, which provide the same information, are acceptable.

Reference: _____ Contact: _____

Address: _____ Phone: _____

Description and date(s) of services provided: _____

Reference: _____ Contact: _____

Address: _____ Phone: _____

Description and date(s) of services provided: _____

Reference: _____ Contact: _____

Address: _____ Phone: _____

Description and date(s) of services provided: _____



APPENDIX F
RFQ – Tutoring Services for Quabbin Regional Middle School Students

PRICING SHEET

TO THE AWARDING AUTHORITY:

I, the undersigned, submit the following bid to supply Tutoring Services to the district in accordance with the specifications, terms and conditions within this RFQ for the contract price specified below. I further certify that I am authorized to sign this pricing sheet on behalf of the bidder that I represent.

This bid includes, if issued, addenda number(s) _____.

Type of Cost	Amount	Unit (one-time or per student)

By: _____
Signature

Clearly printed name of person signing the bid

Clearly printed name of business

Date