

Request for Proposal for After-School Tutorial Services

The Winslow Township Board of Education is seeking the services of a Tutorial Service in connection with No Child Left Behind Funds for Language Arts/Literacy and mathematics.

Listed below is the basic Scope of Services for the Tutorial Services.

Scope of Services

1. Provide Tutorial Services for approximately three hundred (300) students.
2. Contract with Certified Teachers holding standard certifications.
3. Services will be provided on Tuesday and Thursday for Winslow Schools #5, #6 and Middle School.
4. Schools #5, #6 and the Middle School will have the Tutorial Services for 2 days a week, for 38 days, approximate dates November 17 – April 29, 2010.
5. Schools #5, #6 and the Middle School will have Tutorial Services for 1.5 hours to start at 3:30 p.m. and end at 5:00 p.m.
6. Time and Activity Sheets need to be submitted on a weekly basis.
7. Pre-post Testing results will be requested for each student with monthly progress reports and final summary reports.
8. Provide all student educational materials.
9. Provide all teaching materials, daily snacks and transportation.
10. Attendance records for each student summarized weekly.
11. Parent meeting to initiate program.
12. Bills to be submitted on a monthly basis.
13. All educational programs utilized must be scientifically and research based.

Response Content

Firms responding to this RFP should answer the following:

1. Description of Firm –Provide a brief history and description of your firm.
2. Experience – Please briefly summarize your experience in School Districts in the State of New Jersey.
3. References – Provide four (4) references. Include the School District's name, contact person, his/her title, address, telephone number and email for whom you have provided similar services.
4. Professionals – Provide the resumes of the professionals who will work on this engagement. Detail who will be the primary and secondary contact.
5. Compensation – Provide a detail of your fee schedule.
6. Other information – Please discuss any additional matters which you believe are important to the Board's selection of your firm.

