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Request For Proposals Addendum

Addendum #1: RFP Vendor Questions & Answers/ Pre-Proposal Recording

Date: 06/13/2024

RFP 43-HTS-0824 Houston Tutoring Services

Pre-Proposal recording can be found [here](#)

To: All Prospective Vendors

The following questions were sent in response to the referenced Solicitation for further clarification. Questions and Answers are listed below.

Question 1: Would the district accept proposals from an all-virtual tutoring provider?

Answer: IDEA will not accept proposals for all-virtual tutoring providers. IDEA will only accept proposals for in-person tutoring providers.

Question 2: Will bids for virtual tutoring services be accepted?

Answer: IDEA will not accept proposals for virtual tutoring services. IDEA will only accept proposals for in-person tutoring services.

Question 3: Our high-impact tutoring program uses district/school curriculum, standards of focus, and (often unused) ancillary materials to ensure best possible alignment between tutoring and classroom instruction, ultimately saving districts' money. Are schools able to provide their curricular resources already aligned to district standards to make certain tutoring sessions extend the classroom and connect learning?

Answer: Yes, the district can provide access to curriculum, ancillary materials, and additional resources to ensure tutoring sessions are connected to classroom learning.

Question 4: Our tutors are trained to use informal formative assessments throughout sessions and then evaluate and track progress after each session through a form on our TMS (tutor management system). For other types of formal assessments—diagnostic, benchmark, etc.—we rely on our district/school partners to make their assessments available and/or share results so that we can ensure students are making progress. Will the district/schools be able to share their formal assessments for diagnostic and benchmarking tracking or share results of their formal, standardized assessments?

Answer: Yes, the district will be able to share formal assessment data as well as results of formal standardized assessments.

Question 5: We rely on our partnering districts to provide pre-approved space in their buildings for push-in or pull-out tutoring and academic interventions. For de-escalation needs, mentoring programs, and referrals to licensed and professional counselors, we rely on our partnering schools/districts to intervene and facilitate extra support students may need outside of tutoring sessions. Is this acceptable to the district?

Answer: Yes, all campuses in our district have designated tutoring rooms for push-in or pull-out tutoring and academic interventions.

Question 6: Can a tutoring vendor solely provide tutoring in math and ELA? Or does the district have the expectation that a tutoring vendor would also provide training for restorative practices for district educators, school resource officers, etc.?

Answer: The tutoring vendor is expected to provide tutoring services in Math and ELA only, unless otherwise requested in advance.

Question 7: For the bullets listed under “Technical Specifications and Deliverables,” is the district identifying each campus liaison? Or is the vendor? Is the campus liaison the vendor’s employee or the district’s?

Answer: The district will identify a tutor liaison at each campus location.

Question 8: Also under “Technical Specifications and Deliverables,” how are students identified for ELA and math tutorials? Is this a responsibility of the vendor to identify students for tutoring or the district’s?

Answer: The tutor liaisons at each campus will identify students in need of ELA and Math tutorials.

Question 9: Our tutors regularly work with and report progress to classroom teachers, which teachers can pass on to caregivers/parents. We are also able to provide updates to caregivers/parents if the district provides their emails to us. Is this acceptable to the district? We are also able to provide marketing materials as we work with a district on recruiting and retention efforts. Is this acceptable to the district?

Answer: IDEA wants for parents to opt in to have their email address given to the vendor/tutor, the teacher should maintain the information and pass it along to the parent, if the parent opts to have the tutor receive their email address that is their choice. Marketing materials cannot be shared for recruiting or retention efforts unless the parents opt in/allow for it.

Question 10: Will you at all consider approving background checks for tutors working outside the US?

Answer: No, IDEA Public Schools would not be able to process and clear vendor employees



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that reside outside of the US as the TEA vendor background check requirements and clearance are done within the National Criminal DPS FAC clearinghouse. We would not be able to process employees living outside the US.

Question 11: How many students do you expect to receive services?

Answer: We expect about 40 elementary, and 40 middle school and high school students per campus. An estimated total of about 240 students in the district. (Final number of students will be determined in September 2024)

Question 12: Are you considering virtual tutoring?

Answer: Please see answer for question #2

Question 13: Please provide the number of students that will be participating in this program

Answer: Please see answer for question #11

Question 14: Please provide the dates of the program

Answer: September 2nd 2024 – May 22nd 2025. Mondays & Wednesdays at IDEA Academies and Tuesdays & Thursdays at IDEA College Preparatory. This excludes district vacations, professional development days and bad weather days as stated on the 2024 – 2025 Academic Calendar on page 6 of the RFP.