

COUNTY OF ROCKLAND  
Department of General Services  
**Purchasing Division**

# Contract Award Notification

**Title:** Tutoring Services, Qualified Suppliers List

**Contract Period:** June 1, 2024 through May 31, 2025 w/4-1 year options

**Original Date of Issue:** June 10, 2024

**Date of Revision:**

**RFP No:** RFP-RC-2023-030

**Ordering Method:** Special Request

**Authorized Users:** County Agencies

Address Inquiries To:

**Name:** Sabrina Samuels  
**Title:** Purchaser II  
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**Description**

This contract is a Qualified Suppliers List for Tutoring Services for K-12

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP-RC-2023-030	0000028889	Leaps and Bounds Tutors Dbas Club Z! Tutoring 123 Palmetto Dr Milford, PA 18337 Contact: Felicia Van Doran <a href="mailto:fvandoran@clubztutoring.com">fvandoran@clubztutoring.com</a>	914-443-4704
RFP-RC-2023-030	0000028888	Tutor Me LA LLC Dbas Tutor Me Education 1093 Broxton Ave #240 Los Angeles, CA 90024 Contact: Daniel Mak <a href="mailto:daniel@tutormeeducation.com">daniel@tutormeeducation.com</a>	415-367-3853



Edwin J. Day, County Executive

**TITLE: Tutoring Services, Qualified Suppliers List (QSL)**

**RFP NUMBER:**  
RFP-RC-2023-030

### COST PROPOSAL TEMPLATE

Proposers must use this Pricing Form to submit their pricing for the Services and Materials described in this RFP. An All-inclusive hourly rate (travel, management, administration, overhead, supplies and materials) for tutoring for each subject and item on the Pricing Form must be provided.

**OFFEROR NAME:** Leaps and Bounds Tutors, LLC DBA Club Z! Tutoring

Description	All Inclusive Cost per Hour
Tutoring Services – Math	\$66.00
Tutoring Services – Science	\$66.00
Tutoring Services – History	\$66.00
Tutoring Services – Language Arts	\$66.00
Tutoring Services – Global Languages	\$66.00
Tutoring Services – English as a New Language	\$70.00
Tutoring Services – Additional areas of expertise Study Skills	\$66.00 + cost of proprietary materials
Test Prep – Regents, SAT, ACT	\$70.00
Cancellation of Session*	hourly rate of services provided

\*All prices are to be inclusive of all administrative and operational expenses. Transportation and mileage is to be included in the pricing. The County of Rockland will not be responsible for any additional fees for office supplies, invoicing, administrative duties, and transportation including, mileage, tolls, vehicle maintenance and gas.

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.



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**COST PROPOSAL TEMPLATE**

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**OFFEROR NAME:** Tutor Me LA LLC dba Tutor Me Education

Description	All Inclusive Cost per Hour
Tutoring Services – Math	\$84
Tutoring Services – Science	\$84
Tutoring Services – History	\$84
Tutoring Services – Language Arts	\$84
Tutoring Services – Global Languages	\$84
Tutoring Services – English as a New Language	\$84
Tutoring Services – Additional areas of expertise	\$84
Test Prep – Regents, SAT, ACT	\$84
Cancellation of Session*	\$84

\*All prices are to be inclusive of all administrative and operational expenses. Transportation and mileage is to be included in the pricing. The County of Rockland will not be responsible for any additional fees for office supplies, invoicing, administrative duties, and transportation including, mileage, tolls, vehicle maintenance and gas.

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.

## V. Cost Proposal

Tutoring includes Pre & Post Assessments, Comprehensive Online Platform, Lesson Plans, Progress Reports, Session Notes, Test-Prep Diagnostics, Monthly District Reporting & Metrics, **Mandated Reporter Training, Trauma Informed Training**, and dedicated 24/hr support. Hourly cost for instruction and tutoring is calculated by hourly commitment made from the school/district.

■ Pre- and Post-Assessments	-	\$0
■ Lesson Plans	-	\$0
■ Progress Reports	-	\$0
■ Test-Prep Diagnostics	-	\$0
■ Data Analysis, Summary Reports, and Recommendations	-	\$0
■ Comprehensive Online Learning Management Platform License	-	\$0/hr
■ Travel Cost	-	\$0
■ Hour Reduction Fee (<20 Hours/Week)	-	\$20
■ Hardware/Software Costs	-	N/A
■ Connecting Devices Costs	-	N/A
■ Software Customization Costs	-	N/A

### School/District License Model - Unlimited Students

#### In-Person & Virtual Tutoring

Tutor Me Education invoices full license fee (flat fee for entire academic year) upon receipt of Purchase Order and will then activate licenses, tailors program, and starts Professional Development and Training.

10,000+ hours	\$59/hr per student
20,000+ hours	\$55/hr per student
30,000+ hours	\$49/hr per student
50,000+ hours	\$45/hr per student

### Pay-As-You-Go Model

#### In-Person & Virtual Tutoring

Tutor Me Education activates licenses, sets program up, and starts Professional Development and Training, then invoices on a monthly basis upon services rendered.

Group Tutoring (4+ students)	\$39/hr per student
1-1 Tutoring	\$75/hr per student

*\*All tutors contracted for less than 20-25/hrs per week will be subject to an hourly reduction fee.*



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### **STATEMENT OF OBJECTIVES**

The successful proposer will provide tutoring services and test preparation instruction for K-12 students, in the context areas of math, science, history, language arts, global languages and ENL, and including Regents, SAT and ACT test prep. The services under the ensuing contracts will be provided to students that have been assessed for educational support or students that are not currently meeting academic targets. The successful proposer will provide the tutoring services under this RFP as determined by an individual student's needs and circumstances, which may either be at the student's home, school, local library or virtually. The County will also consider proposals in which the tutor will provide the tutoring services at Consultant's office or facility, this will be determined on a case by case basis dependent upon the students resources

The services will, at a minimum, include, but not be limited to, the following:

- Instruction delivered by state certified or formerly certified educators in all content areas, ENL, Bilingual, Special Education
- Include test preparation (AP, Regents, SAT, ACT, etc)
- Include ENL services
- Include performance assessments, progress and / or practice test results
- Include student log, attendance monitoring and observations of each student serviced
- Provide direct communication and course materials between the tutor and the student
- Record of all classes/sessions for quality assurance and lifetime learning
- Customization, tailored to meet students' needs
- Flexibility – availability beyond routine school hours
- Seamless and cooperative scheduling between tutor and COUNTY
- Demonstrated success in New York Schools
- Tutoring services to be provided in multiple languages, including but not limited to, Spanish and French Creole.

The student is assessed by the County and referrals will be made by the County to the successful proposer(s). The referral will include desired subject matter and if there are any special needs (ie services provided in language other than English).

Upon the County's referral the tutor must email the parent/guardian and copy the appropriate RCDSS Caseworker to schedule a session.

All anticipated sessions must receive prior confirmation via email from a parent/guardian before the session is scheduled and held to be considered for payment.

The tutor must submit all emails containing scheduling confirmations from parents/guardians with monthly voucher submissions to RCDSS.

For all tutoring sessions that are held in person, the tutor must have signed forms by the parent/guardian upon completion of the tutoring session. Signed confirmations are to be submitted to RCDSS with monthly voucher. If a signed form is not submitted payment for the session will be



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withheld until forms are signed by parent/guardian.

Each tutoring session is expected to be one hour in length. This can be extended beyond one hour depending upon the child's needs, at the request of the RCDSS Caseworker and at the discretion of the successful proposer.

Failure to make contact with the parent/guardian to schedule a tutoring session within 5 business days of the RCDSS referral on more than 3 occasions will be subject to a written warning notice to the vendor, with a corrective action response required. Failure to cure or continued scheduling delays similar in nature may be subject to contract termination.

The successful proposer must provide a cancellation policy with their proposal response. The cancellation policy should include any information with regard to cancellation penalties.

### **PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS**

After three (3) cancelled visits, future sessions cannot be scheduled with a student until confirmation is received in writing by RCDSS liaison. The tutor must inform RCDSS when three (3) consecutive or five (5) cancellations within a 4-week period for a child occurs.

Monthly vouchers that are not supported by the proper documentation and/or not provided to RCDSS within fourteen (14) days of the end of each month, or within five (5) days upon request by RCDSS, will not be considered for payment by RCDSS.

The following represents the general requirements of this RFP.

Executive Summary: (Limit 2 Pages) – Executive Summary of important features of the Proposal, including a statement of minimum qualifications that should be highlighted for the review by the County.

Vendor/consultant profile – The vendor/consultant must provide documentary evidence of management and qualifications. In setting forth its qualifications, each vendor/consultant shall, in concise but adequate detail:

1. Provide documentary evidence that the vendor is licensed/authorized by the State of New York to provide tutoring services.
2. Provide documentary evidence that the vendor/consultant is an established company in this area of expertise having conducted business as such for at least the last three (3) years.
3. Provide documentary evidence of the vendor/consultant's ability to provide services and success in providing services.
4. State the names of the vendor's/consultant's officers and associates.



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5. State the names of all partners, associates and instructors that might be assigned to these engagements and provide their resumes.
6. Provide information on the circumstances and status of any disciplinary action taken or pending against the consultant during the past three (3) years with state regulatory bodies or professional organizations.
7. Provide a list of the vendor's/consultant's licensing in all educational related associations.
  - a. Describe the vendor's/consultant's experience, including experience in governmental agencies and public schools, and include experience in the following areas, identifying expertise: Math;
  - b. Science;
  - c. History;
  - d. Language Arts;
  - e. Global Languages;
  - f. English as a New Language;
  - g. Global Languages;
  - h. Regents, SAT and ACT test preparation
  - i. Additional areas of expertise;

Provide a list of all school projects the vendor/consultant has been contracted within the last three (3) years, including client and size and type of engagement, and include for each customer: contact name, address and telephone number. The County may contact references to determine quality of work, etc.;

Provide evidence that the vendor/consultant has experience in assisting students in the provision of services described.

Describe any subjects related to the provision of the services described herein in which the vendor/consultant has special expertise that will benefit the County and the nature of that special expertise.

Provide your cancellation policy

Provide any other information that would assist the County in determining a qualified vendor/consultant.

### **Insurance Requirements**

The vendor/consultant is required to hold insurance coverage throughout the duration of the contract period. All insurance listed is to be at the expense of the vendor/consultant.

It is required to hold insurance for sexual abuse and molestation. This insurance is to be held and maintained throughout the contract period. Insurance is required for both in person and virtual sessions. Failure to comply with these insurance requirements within five (5) days of request will result in the contractor to be deemed nonresponsive.



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**Cost Proposal**

All pricing is to be inclusive of all services including travel, insurance, administrative duties, and invoicing. The County of Rockland will not be responsible for any additional fees that are not outlined in the cost proposal template.



**DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION**

Dr. Robert L. Yeager Health Center  
50 Sanatorium Rd, Building A  
Pomona, New York 10970  
Phone: (845) 364-3820 Fax: (845) 364-3809  
Email: purchasing@co.rockland.ny.us

**Paul Brennan, FNIGP, NIGP-CPP, CPPO**  
*Director of Purchasing*

**ADDENDUM # 1**

**RFP-RC-2023-030**  
**Tutoring Services, Qualified Suppliers List**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

Question #1: Would you please confirm that the County will accept vendor who provide tutoring services fully virtual with no i-person option?

Response: Yes, the County is open to fully virtual tutoring services.

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO**  
**DIRECTOR OF PURCHASING**

ADDENDUM

9/14/23

**DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION**

Dr. Robert L. Yeager Health Center  
50 Sanatorium Rd, Building A  
Pomona, New York 10970  
Phone: (845) 364-3820 Fax: (845) 364-3809  
Email: purchasing@co.rockland.ny.us

**Paul Brennan, FNIGP, NIGP-CPP, CPPO**  
*Director of Purchasing*

**ADDENDUM # 2**

**RFP-RC-2023-030**  
**Tutoring Services, QSL**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

The County of Rockland held a pre-proposal meeting on Wednesday September 20, 2023 at 11:00 am the following were in attendance:

Sabrina Samuels- Rockland County Purchasing Department  
Claudia Moodie- Rockland County Purchasing Department  
Diana Kirk- Full Mind  
Marcia Waldman – Varsity Tutoring for School  
Michael Coyne- Club Z Tutor  
Matthew Flasco- Learn Well Education  
Michelle Contreras- Intervene k12  
Hallie Aronson-Smart Smart Education LLC  
Jonathan Dantzler- FEV Tutoring  
Kelsy Anderson- Imagine Learning  
Arlene Deprizio- Huntington Learning  
Jaei Rivas- Tadaca Education Solutions  
Rob Miller- Tutorfly

Question #1: Does the County desire tutoring to be conducted 1:1 or in a small group?

Response #1: Tutoring must be 1:1 sessions.

Question #2: How is it determined how many sessions per week and how many tutoring services a student will receive?

Response #2: After the initial evaluation by the tutor the tutor will determine how often tutoring will occur; total hours per child is 23, however that can be extended, with tutor's recommendation and with Caseworker approval, depending on the needs of the child.

Question #3: Is it preferred or required that the Proposer assign the same tutor to a specific student for all sessions?

Response #3: It would be preferred for the student to have the same tutor.

Question #4: Would you please elaborate on the “monthly voucher” reference at the bottom of page 7?

Response #4: In order to receive payment, a vendor must submit a voucher/backup documentation each month, listing the services that were provided during the given month.

Question #5: Can the teachers be certified in any other state other than NY?

Response #5: Yes

Question #6: Can tutors be certified tutors and not certified teachers?

Response #6: Yes

Question #7: How many times a week will each student receive tutoring?

Response #7: The number of times per week will be determined after the initial assessment, total hours per child cannot exceed 23 hours per year per subject. Tutoring can be extended at the recommendation of the tutor and approval of the caseworker dependent upon the child’s needs.

Question #8: If a company has thousands of tutors how should they proceed to provide bios/resumes for tutors?

Response #8: Please provide bio/resumes for a minimum of one tutor per subject. If an alternate tutor will be used if awarded the bio/resume must be reviewed and approved by the Department of Social Services prior to the services being provided.

Question # 9: What kind of licensing in educational related associations are you referring to?

Response #9: Licensing / certifications required by NYS in order to provide teaching or tutoring services in New York State or the applicable state.

Question #10: Why is the County paying and not the schools?

Response #10: These services are provided to individuals involved with Rockland County Department of Social Services (RCDSS)

Question #11: Can the County set the tutor up with an email address, the tutors would not want to use their personal email address?

Response #11: The County cannot create an email address for the tutor.

Question #12: Can the company call to schedule an appointment rather than email?

Response #12: The company may call to schedule an appointment; however, a confirmation email must be sent with the appropriate RCDSS Caseworker copied on the email for recording purposes.

Question #13: Does the student get work from the schools for the tutor to go over? Do tutors need lesson plans?

Response #13: Work from schools can be requested by the tutor. Lesson plans are not required.

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO  
DIRECTOR OF PURCHASING**

ADDENDUM

10/3/23