

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **Tutoring Services and Exam Prep Services for K-12 Students**

Contract Period: July 1, 2022 through September 30, 2022 w/4-1 year options  
Extended through 9/30/2023 w/3-1 year options

Original Date of Issue: July 20, 2022

Date of Revision: 12/02/22

**RFP No:** **RFP-RC-2022-002**

**Ordering Method:** **Special Request**

Authorized Users: County Agencies

Address Inquiries To:

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Title: Purchaser II  
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**Description**

This contract is for Tutoring and Exam Prep Services for K-12 Students

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFP 22-002	0000027501	Axiom Learning LLC 1506 90 <sup>th</sup> PL NE Clyde Hill, WA 98004 Contact: Emily Basantes <a href="mailto:eroman@axiomlearning.com">eroman@axiomlearning.com</a>	917-767-9685



Edwin J. Day, County Executive

**TITLE: Tutoring and Exam Prep Services for K-12 Students**

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### 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.

Axiom Learning

**OFFEROR NAME:** \_\_\_\_\_

Description	All Inclusive Cost per Hour
Tutoring Services – Math	\$64.00
Tutoring Services – Science	\$64.00
Tutoring Services – History	\$64.00
Tutoring Services – Language Arts	\$64.00
Tutoring Services – Global Languages	\$64.00
Tutoring Services – English as a Second Language	\$64.00
Tutoring Services – Additional areas of expertise	\$64.00
Test Prep – Regents, SAT, ACT	\$64.00
Cancellation of Session*	\$64.00

***\*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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## **STATEMENT OF OBJECTIVES**

The successful proposer will provide tutorial services and test preparation instruction for K-12 students, in the context areas of math, science, history, language arts, and global languages and ESL, 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. COUNTY will also consider proposals in which the tutor will provide the tutoring services at Consultant's office or facility.

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, ESL, Bilingual, Special Education
- Include test preparation (AP, Regents, SAT, ACT, etc)
- Include ESL 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. The referral will include desired subject matter and if there are any special needs (ie services provided in language other than English).

To schedule a session the tutor must email the parent/child and copy the appropriate RCDSS Caseworker.

All anticipated sessions must receive prior confirmation 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 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.

The successful proposer must provide a cancellation policy.

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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.

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

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.
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.
8. Describe the vendor's/consultant's experience, including experience in governmental agencies and public schools, and include experience in the following areas, identifying expertise:
  - a. Math;
  - b. Science;
  - c. History;
  - d. Language Arts;
  - e. Global Languages;
  - f. English as a Second Language;
  - g. Global Languages;
  - h. Additional areas of expertise;
9. 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. County may contact customer to determine quality of work, etc.;
10. Provide evidence that the vendor/consultant has experience in assisting students in the provision of services described.



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- 11. 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.
- 12. Provide your cancellation policy
- 13. 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.

**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-2022-002**  
**Tutoring Services**

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:** Are you considering companies outside of New York State?

**Response #1:** The County would require a vendor that can provide in person tutoring.

**Question #2:** Are you considering companies that only provide virtual tutoring services?

**Response #2:** Vendors that can provide tutoring both virtually and in person would be optimal as many times the youth responds better with in person tutoring and it should be an option that can be provided to the youth.

**Question #3:** Are you considering companies who only provide ELA and writing support?

**Response #3:** Respondents must be able to provide tutoring in all subjects.

**SIGNED:**

*Paul J. Brennan*

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

ADDENDUM

3/22/22