

# **REQUEST FOR PROPOSAL**

## **PEER TUTORING WORK EXPERIENCE PROGRAM**

For  
School Year 2010-2011

**FUNDING PROVIDED BY**

**NORTHWEST TENNESSEE WORKFORCE BOARD  
DYERSBURG STATE COMMUNITY COLLEGE  
WORKFORCE INVESTMENT ACT**

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### **IMPORTANT DATES**

<b>Release Date:</b>	<b>February 1, 2010</b>
<b>Bidder's Conference:</b>	<b>February 11, 2010 2:30 p.m.</b>
<b>Proposal Due Date:</b>	<b>March 4, 2010 4:30 p.m.</b>
<b>Final Recommendations:</b>	<b>March 30, 2010</b>

**Bidders' Conference and Questions:** A Bidders' Conference will be held on Thursday, February 11, 2010 at 2:30 p.m. at the Northwest Tennessee Workforce Board (NWTNWB) office, 313 West Cedar Street in Dyersburg. All questions regarding this proposal must be submitted in writing to the NWTNWB office address listed above or faxed to 731-286-3584, Attention: Lori Marberry or emailed to [Marberry@nwtworks.org](mailto:Marberry@nwtworks.org) by noon on February 9, 2010. All questions submitted will be answered at the Bidders' Conference.

### **Proposal Submission Deadline & Requirements:**

- Proposal must be received no later than 4:30 p.m. on Thursday, March 4, 2010. Proposals not meeting this deadline will not be considered.
- Paper proposals can be hand delivered or mailed, but must be received by the deadline. Postmarks will not be accepted. Faxes will not be accepted. Mailed proposals should be addressed to:

**Lori Marberry, Youth Coordinator  
Northwest Tennessee Workforce Board  
Peer Tutoring Proposal  
313 West Cedar Street  
Dyersburg, TN 38024**

- Emails can be submitted in PDF format only. Emailed proposals should be addressed to: **Lori Marberry, [Marberry@nwtworks.org](mailto:Marberry@nwtworks.org)**

**Review Committee/Conflict of Interest:** A Proposal Review Committee will be designated to rate and recommend proposals for funding to the Northwest Tennessee Workforce Board. Each member of the Review Committee must have completed and signed a Conflict of Interest Disclosure Statement before participating in the scoring of proposals. Committee members are excluded from participating in discussion and rating of any RFP with which they have a conflict of interest. The Proposal Review Committee will make recommendations to the Youth Council, and upon approval, will then submit these recommendations to the Northwest Tennessee Workforce Board for final approval for funding. Applicants will be notified by mail upon the acceptance/rejection of their proposals.

### **SCOPE OF SERVICES**

The Northwest Tennessee Workforce Board of Dyersburg State Community College (NWTNWB/DSCC) is accepting proposals for an out of school Peer Tutor Work Experience Program for **juniors and seniors** in eighteen (18) high schools in the counties of Crockett, Dyer, Gibson, Lake, Lauderdale, Obion and Tipton for School Year 2010-2011. Program size may vary dependent on the number of available Peer Tutors and the availability of Workforce Investment Act funding. **Potential bidders are school systems and other entities that can provide services in coordination with one or more school systems.**

The primary goal of the Peer Tutor Work Experience Program is to provide **high school juniors and seniors who are eligible for Workforce Investment Act (WIA) funds** who have excelled in academic coursework in the subject being tutored (minimum B average), the opportunity to explore a career in teaching, earn a wage, provide a community service, and prepare for enrollment in post-secondary

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education in a career of their choice. The program may be offered at anytime other than normal school hours for School Year 2010-2011 and Summer 2011 (e.g. before, after, Saturday, intercession, etc.) The program will include funding for wages of the Peer Tutors and a Master Tutor/Supervisor. In-Service Training and Peer Tutor Training materials will be provided by Local Workforce Investment Area 12 (LWIA 12). Tutoring services may be provided to any high school student in need of academic tutoring (including English as a Second Language) in order to pass a current class, improve academic scores, or earn credit recovery.

### **GUIDANCE AND INSTRUCTIONS**

(An electronic version of this application package will be available to all prospective bidders)

**Application Sections:** The application includes an Executive Summary (worth 20 points), description of five (5) program components indicating LWIA 12 responsibilities and the responsibilities of the proposing school/entity (each worth 5 points total), and a Budget Summary page (5 points) for a total of 50 possible points for the completed Proposal.

**Components & Proposal Narratives:** Each of the components describes integral pieces of a successful Peer Tutoring Work Experience Program. Please add a narrative of how your school/entity will meet each of the listed responsibilities in coordination with LWIA 12. ***If the bidder is not a school system, all narratives should include collaboration with a particular school or school system.*** Feel free to add additional pages or expand the space via electronic version for your response.

**Budget Worksheet and Fiscal Accountability/Conflict of Interest Disclosure:** Complete the three sections of the budget worksheet, adding any comments or explanations in the space provided. Concurrently, in order to be in compliance with Tennessee State laws and regulations, the bidder must provide assurance of fiscal accountability and liability for funds for payment of wages and applicable taxes, in addition to disclosing any Conflicts of Interest that may possibly disqualify the proposal.

**Rejection/Funding of Proposals:** A proposal will be rejected prior to scoring if it is received at any time after the deadline; is incomplete or fails to meet the RFP specification; is not signed by the authorized signatory for the proposing entity; and/or contains misrepresentation or lack of accurate and specific information, including failure to disclose Conflicts of Interest. LWIA 12 reserves the right to reject all proposals, contingent upon funding and other factors beyond their control. All accepted proposals will be rated based on a zero (0) to five (5) rating system per component/summary. Ratings are as follows: 5=excellent, 4=very good, 3=good, 2=fair, 1=poor and 0=unacceptable. Any proposal receiving an average score of one (1) Poor or zero (0) Unacceptable for a specific component/summary, or average score of less than 15 points for the entire proposal rating, will not be recommended for funding. All proposing schools/entities will receive a letter from the Northwest Tennessee Workforce Board office advising of approval/rejection. Those receiving letters of approval will be notified of any contingencies upon which approval is predicated. If a proposal is submitted that is not recommended for funding during the review process, and it can be shown the proposal did not receive due consideration or that other irregularities existed, the proposing school/entity may appeal the recommendation to NWTNWB/DSCC by doing so in writing.

**Contract Negotiations:** The NWTNWB/DSCC reserves the right to modify the scope and budgets of the proposed programs to the extent necessary to ensure full compliance with state and/or federal guidelines, the Workforce Investment Act, and Regulations and General Acceptable Accounting Procedures (GAAP). As part of the selection process, NWTNWB/DSCC may conduct oral interviews or site visits with the proposing entity. NWTNWB/DSCC reserves the right to establish additional consideration or criteria for funding, as deemed necessary. Such considerations may be addressed through final contract negotiations. A template of the standard contract agreement is available upon request. Funding of any accepted proposals is contingent on the availability of federal Workforce Investment Act dollars.

**Workforce Investment Act (WIA) and Regulations-** The Act and Regulations are available upon request or can be accessed at [www.state.tn.us/labor-wfd/WIA\\_act.pdf](http://www.state.tn.us/labor-wfd/WIA_act.pdf)

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**Briefly, the purpose of the Workforce Investment Act of 1998 is to provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.**

### **NEW PROGRAMS**

#### **Executive Summary (Entities not previously receiving funding for a WIA Peer Tutoring Work Experience program.)**

Provide a general overview of your approach to the Peer Tutor Work Experience Program. Include:

1. Describe your existing tutoring efforts and how they are funded, if applicable.
2. Three (3) years data for:
  - a. Graduation rates based on the Tennessee Department of Education Report Card
  - b. Percentage of cohorts who met the requirements for graduation
  - c. Percentage of students passed End of Course Exams (9th-11th grade) and Gateway courses – Algebra I, English II, and Biology I – (12th graders)
3. List your target group(s) for tutoring – credit recovery students and students working to improve grades; specific subgroups within the student population
4. List the goals for your target group(s)?

### **EXISTING PROGRAMS**

#### **Executive Summary (Entities receiving funding for a Peer Tutoring Work Experience program in the 2009-2010 School Year.)**

Provide a history of your program, including:

1. Description of your current WIA Peer Tutoring Work Experience program, including:
  - a. Hours that peer tutoring is available
  - b. Credit recovery only or a combination of tutoring formats, if offered
  - c. List other tutoring programs available to your student population
  - d. Criteria for students attending WIA peer tutoring, versus other opportunities?
2. Statistical documentation on how the Peer Tutoring Work Experience Program has improved your school(s) performance based on the following data:
  - a. Graduation rates prior to receiving funding, based on the Tennessee Department of Education Report Card and graduation rates each year since receiving funding.
  - b. Percentage of cohorts who met the requirements for graduation in each year of receiving funding.
  - c. Percentage of students tutored through the WIA Peer Tutor program who passed End of Course Exams (9th-11th grade) and Gateway courses – Algebra I, English II, and Biology I – (12th graders)
3. List/description of any system-wide fiscal or performance monitoring problems with the Peer Tutoring WIA Grant. For example,
  - a. Late invoices or other late paperwork or inaccurate invoicing and reporting
  - b. Steps taken to resolve problems and ensure no further incidents
4. What successes have you had within the framework of the WIA Peer Tutoring Program?

**ALL PROGRAMS:** Complete the Number of Peer Tutors to be employed, Total Funding Request, Name and Title of Signatory Authority, then sign and date at the bottom of your Executive Summary. ***If the bidder is not a school system, the proposal summary should include collaboration with a particular school or school system to service, including a letter of support from the Director of Schools.***

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**EXECUTIVE SUMMARY (20 points)**

**# Peer Tutors** \_\_\_\_\_ **Funding Request \$** \_\_\_\_\_ **Cost per Peer Tutor \$** \_\_\_\_\_

\_\_\_\_\_  
**Signatory Official – Name & Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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### **Component #1 Recruitment/Employment of Master Tutor/Supervisor**

#### **LWIA 12 Responsibilities:**

- Provide technical support regarding WIA program guidelines
- Reimburse the school/entity for Master Tutor/Supervisor wage and applicable taxes

#### **School/Other Entity Responsibilities:**

- Determine qualifications, job description and selection criteria for Master Tutor/ Supervisor
  - The minimum qualification for the Master Tutor/Supervisor should be a Gateway certified teacher
  - At minimum, the job description should include recruitment, supervision, and evaluation of Peer Tutors, scheduling of tutoring sessions, maintenance of time records for payroll, serving as mentor/role model to Peer Tutor to explore a career in teaching and/or a career of their choice, and liaison with WIA Case Manager
- Maintain time records of hours worked by Master Tutor/Supervisor, including training, recruitment hours, paperwork completion, and supervision/mentoring of Peer Tutors
- **Employ and pay the customary wage and all applicable taxes for the Master Tutor/Supervisor working supplemental hours (outside of normal school hours). This is a cost-reimbursement contract. All wages are to be paid by the School System/Entity, then invoices are prepared and submitted monthly to the WIA Administrative Office, with paperwork showing wages and benefits paid.**
- Consider Training for Master Tutors/Supervisors as possible substitution for required in-service hours
- Principals, Superintendents, and other specified personnel are to provide general supervision and oversight of the program

**Proposal Narrative (5 points): Describe your recruitment process, job description, and selection criteria for the Master Tutor/Supervisor.**

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**Component #2 Recruitment/Eligibility/Employment of Peer Tutors**

LWIA 12 Responsibilities:

- Provide school/entity with general WIA income eligibility guidelines (e.g. low family income, family receiving or have received food stamps in last 6 months, TANF recipient)
- Provide school/entity with applications, Testing (TABE) materials, and other WIA eligibility documentation requirements
- Review application and eligibility verification with potential Peer Tutor and parent, if applicable, and issue disposition of eligibility within 5 days of receipt of acceptable eligibility documentation
- Reimburse the school/entity for Peer Tutor wages and applicable taxes
- Provide Peer Tutor In-Service Training
- Provide a WIA Case Manager to counsel with Peer Tutor as needed

School/Other Entity Responsibilities:

- Establish Peer Tutor academic/other qualifications
- Recruit high school **juniors and seniors** who are proficient in coursework and meet WIA income guidelines/eligibility
- Facilitate the WIA application process between the potential Peer Tutor and WIA Case Manager
- Establish a tutoring schedule for the individual Peer Tutors
- Employ and pay Peer Tutors according to approved budget and within child labor laws
- Maintain time records of hours worked by Peer Tutors
- Provide supervision and evaluation of Peer Tutors
- Recruit, refer for WIA eligibility, and hire qualified replacement Peer Tutors throughout the year as needed

**Proposal Narrative (5 points): Describe your Peer Tutor qualifications, recruitment process and the proposed schedule for tutoring:**

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### **Component #3 Tutoring Services**

#### **LWIA 12 Responsibilities:**

- Provide In-Service training and materials to Master Tutor/Supervisor regarding overall responsibilities to the WIA program and supervision techniques unique to the tutoring program
- Provide In-Service training and materials to Peer Tutors to enhance the knowledge and skills needed to successfully complete the work experience component  
\*NOTE: In-Service Training could possibly fall within hours not traditionally considered a normal work schedule for the school systems, or could be scheduled within regularly scheduled system in-service training. Please consider the possibility of including this training as a substitution or addition to your in-service requirements.
- Provide Career Readiness Certificate training to schools, instructing on the benefits of this nationally recognized certification for graduating seniors
- Provide testing services for the Career Readiness Certificate of Senior Peer Tutors

#### **School/Other Entity Responsibilities:**

- Provide adequate facilities that will provide students, Peer Tutors, and Master Tutor/Supervisor an environment conducive to learning
- Coordinate with teachers, students, and parents to determine students who are in need of tutoring services
- Match students in need of tutoring services with Peer Tutors based on student needs and Peer Tutor proficiency in the applicable coursework
- Oversee the delivery of tutoring services via a Master Tutor/Supervisor and Peer Tutors
- Maintain records of Peer Tutor Work Experience attendees
- Monitor, evaluate, and report Peer Tutor success in working with peer students, e.g. increased leadership skills, effectiveness in tutoring in subject area, increased proficiency in own coursework, and improved work skills
- Monitor, evaluate, and report on students receiving tutoring for performance purposes, e.g. increased grade in specific subject, passed Gateway Math section, movement from lower proficiency level to a higher one, and/or improved attendance
- Consider Summer Tutoring component for continuation of peer work experience and improvement of tutored student performance
- Work with the Career Readiness Certificate Coordinator on scheduling testing for Senior Peer Tutors

**Proposal Narrative (5 points): Describe the overall tutoring program, including the determination of students needing tutoring, matching these students to Peer Tutors, record-keeping, and other components relevant to your proposed program.**

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### **Component #4 Performance Goals:**

#### **LWIA 12 Responsibilities:**

- Develop an individual service strategy to facilitate Peer Tutor goals, including exploration of a career in teaching and other careers of interest
- Provide case management and counseling to Peer Tutors as needed
- Supply pertinent data relating to the State data base to meet the following goals:
  - World of Work Awareness goal – evidenced by satisfactorily completing In-Service and at least 25 hours of work experience as a Peer Tutor, documented by the Master Tutor evaluation
  - Maintain evidence of High School Graduation
  - Placement in post-secondary education, advanced training (technical school), unsubsidized employment, military service, or qualified apprenticeship by September following graduation in June 2010
- Provide example forms for peer tutoring activity

#### **School/Other Entity Responsibilities:**

- Complete the following paperwork in a timely manner: Monthly peer tutoring activity, Monthly time sheets, Mid-year performance, and Year-end performance (Examples can be provided upon request)
- Provide Peer Tutors with assistance in preparation for placement in post-secondary education or advanced training, including, but not limited to, completing applications, scheduling ACT exam, completing financial aid paperwork, etc., and/or preparation for employment
- Supply pertinent data at the end of the school year to establish that goals for individual Peer Tutors were met, including:
  - A copy of each Peer Tutor Evaluation of Work Experience
  - A copy of each Peer Tutor High School Diploma
  - Any data relevant to placement in post-secondary or advanced training and/or unsubsidized employment
- File a final report of the overall Peer Tutoring Program **within a week of school dismissal** including subjects tutored, number of tutors employed, number of students tutored, total hours of tutoring, overall benefit of the Peer Tutoring Program (students passed class, raised grade level, etc.)

**Proposal Narrative (5 points): Describe the process for reporting data, including ensuring positive performance for Peer Tutors attaining a diploma and entering into post-secondary education or employment post high school.**

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### **Component #5 Budget/Fiscal Accountability/Conflict of Interest**

#### **LWIA 12 Responsibilities:**

- Provide budget guidance as follows:
  - Peer Tutor wages should be calculated at \$7.50 per hour. Benefits for Peer Tutors may or may not be included in your budget, depending on system policies.
  - Master Tutor/Supervisor wages should be calculated at the customary rate per hour for necessary hours of **recruitment, supervision, and coordination of the program, including preparation and paperwork completion.**
  - Master Tutor/Supervisor Benefits should be calculated at the standard 7.65% FICA rate plus your school system benefit rate.
  - Provide grant funding via a cost reimbursement contract for actual cost incurred for delivery of the program, not to exceed the amount awarded.
- Monitor both program and fiscal aspects of program on a periodic basis

#### **School/Other Entity Responsibilities:**

- Peer Tutor to Master Tutor/Supervisor ratio is to be no less than 6:1 with no more than 8:1 maximum. Special requests to employ more than 8 Peer Tutors must be included in this section, along with a rationale for employing more than the maximum of 8  
***Note: A school/entity falling below the minimum of six (6) Peer Tutors will be required to pro-rate the salary of the Master Tutor/Supervisor based on the number of Peer Tutors actually employed. For example, a school/entity with 5 Peer Tutors will calculate hourly wages for the Master Tutor/Supervisor based on 83% of salary***
- The school/entity may utilize multiple Master Tutor/Supervisor(s), if more than eight (8) Peer Tutors can be declared WIA eligible and are academically qualified. One Lead Master Tutor/Supervisor should be identified for purpose of correspondence with WIA Case Manager
- Request reimbursement of actual expenditures through a monthly invoice for the previous month by the 10<sup>th</sup> day of the following month
- Provide fair and justifiable records and assurance of fiscal accountability and liability of funds for payment of wages and applicable taxes each month with the monthly invoice
- Disclose any possible conflicts of interest
- Complete the budget information and any explanations on following pages

**Proposal Narrative Description (5 points): Describe your invoicing process and plans to adhere to budget and fiscal responsibilities and assurance of conflict of interest policies.**

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**Budget Worksheet and Fiscal Accountability/Conflict of Interest Disclosure (5 points)**

**Peer Tutor Budget**

<u>\$7.50</u>				
Peer Tutor Hourly Wage	*	# Hours per Week	*	# of Weeks = Peer Tutor Total Wages
Peer Tutor Total Wages	*	% Tax Rate	=	Peer Tutor Taxes
Peer Tutor Total Wages	+	Peer Tutor Taxes	=	Cost per Peer Tutor
Number of Peer Tutors	*	Cost per Peer Tutor	=	Total Peer Tutor Budget

**Master Tutor/Supervisor (MT/S) Budget**

MT/S Hourly Wage	*	# Hours per Week	*	# of Weeks = MT/S Total Wages
MT/S Total Wages	*	% Tax Rate	=	MT/S Taxes
MT/S Total Wages	+	MT/S Tutor Tax	=	Cost per MT/S
Number of MT/S	*	Cost per MT/S	=	Total MT/S Budget

**Total Budget Request**

<u>Total Peer Tutor Budget</u>	<u>Total MT/S Budget</u>	<u>Total Budget</u>
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\*Federal funds for student work may be exempt from taxes dependent upon school/entity rules.

Comments/Explanations: