



**PIMA COUNTY COMMUNITY SERVICES, EMPLOYMENT and TRAINING (CSET)
PIMA VOCATIONAL HIGH SCHOOL (PVHS)**

NOTICE OF REQUEST FOR PROPOSAL (RFP)

RFP Number: RFP-CSET-PVHS-ATIS-2016-2017-05
RFP Title: Academic Tutoring Instruction Services for PVHS Program
Program Year: 2016-2017
RFP Release Date: Wednesday, April 20, 2016, 12:00 p.m., Mountain Standard Time (MST)
RFP DUE DATE AND TIME: Wednesday, May 11, 2016, 4:00 p.m., MST
No late, faxed, or emailed submissions, modifications, or revisions will be accepted.

Submit proposal in a sealed envelope with the following information clearly marked on the outside:
RFP Number, Title, Due Date, and Respondent's Name.

U.S. Mail or hand deliver proposal to:

Pima County CSET/PVHS
ATTN: Michele Ray or Cecilia Noperi
97 E. Congress Street, Suite 30
Tucson, AZ 85701

SOLICITATION: Pima County CSET/PVHS is soliciting proposals from Proposers qualified, responsible and willing to provide the services in the GENERAL DESCRIPTION below in compliance with all solicitation specifications and requirements contained or referenced herein. Proposals accepted will be issued a contract prior to request for services. Contract awards will be for fee-for-service and issued from July 1, 2016 through June 30, 2017 and may be extended for up to four (4) additional one-year periods. All submitted information will become public record unless the Proposer clearly notes information is proprietary.

GENERAL DESCRIPTION: Proposers will provide Academic Tutoring on site for youth ages 16-21 who need one-on-one tutoring in the areas of Math, Writing, and Language Arts to master Arizona college and career academic standards for high school. Youth participant goals need to be clearly defined and progress must be monitored and documented. PVHS staff will assign participants to this program every six (6) weeks, with possible extensions based on progress and need.

Proposers may pick up a copy of the RFP Monday through Friday, excluding legal holidays, from 8:00 a.m. to 4:00 p.m., MST at the address listed above **beginning Wednesday, April 20, 2016 at 12:00 p.m., MST**. Proposers may also download a full copy of this solicitation at <https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>. Proposers are responsible for checking this website for any addenda to the RFP and are required to read the entire Solicitation, including all referenced documents.

Proposals must be submitted as defined in the RFP and in accordance with the Standard Terms and Conditions. Failure to do so may be cause for rejection as *non-responsive*. Late submissions will be rejected and returned as per Procurement Code, Section 11.12.010 (E). and Arizona Administrative Code R7-2-1029. Proposals may not be withdrawn except as allowed by Pima County Procurement Code, Section 11.12.020 (H).

TELEPHONE REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS WILL BE ACCEPTED AT:

Pima County CSET/PVHS
ATTN: Michele Ray or Cecilia Noperi
97 E. Congress Street, Suite 30
Tucson, AZ 85701
Office Phone: (520) 724-9742
Fax: (520) 770-4181

Publish: Daily Territorial, April 20, 2016

INSTRUCTIONS TO PROPOSERS

I. Background

- A. **Purpose of this RFP** - The purpose of this RFP is for Pima County CSET/PVHS to identify qualified Academic Tutoring providers who will provide documented academic improvement for at-risk youth participants. The provider will earn \$25 per hour and work between 20 and 40 hours per week.
- B. **Goals/Expected Outcomes** - Youth participants in the academic instruction component funded under this RFP are expected to:
 - 1. Improve academic skills in language arts and math.
 - 2. Participate in tutoring classes.

II. Services are to be provided at:

South Campus – 175 West Irvington Road, Tucson, AZ 85714
North Campus - 5025 West Ina Road, Tucson, AZ 85743

III. Procurement Process

Contracts for funding awarded under this RFP will be executed between the applicant and Pima County. The Pima County procurement process complies with all applicable State and Federal requirements. Applicants must comply with the standard provisions of Pima County if awarded a contract for funding with the possibility of up to four (4) additional one-year extensions under this RFP.

Complete and return all required information in Attachments A and B and return all required documentation.

IV. Timeline:

Release Date: Wednesday, April 20, 2016, 12:00 p.m., MST
Due Date: Wednesday, May 11, 2016, 4:00 p.m., MST
Review of Proposals: Wednesday, May 18, 2016

V. Selection of Tutor Providers

Selection to be completed by THE PVHS Academic Committee. Recommendations of selected providers will be made by CSET/PVHS staff and/or their designee in accordance with the evaluation criteria listed below and will be based on the total score from individual ranking sheets.

VI. Selection Criteria based on 100 points scale is as follows:

Credentials and Experience (40 points) – credentials and experience of consultant or Proposer (Attachment B).

Methodology Narrative (30 points) - describing methodology and specific objectives achieved in similar past/present work.

Cost (30 points) – reasonableness of costs.

The selection committee will be used to award fee-for-service, “not-to-exceed” contracts for consideration by the County Board of Supervisors. Pima County may require the applicants reasonably susceptible of being selected for award to participate in discussion, and to submit such price. Technical or other revisions of their applications may result from negotiations. Pima County will hold all applications submitted in confidence pending completion of awards and negotiations. Following awards, contracts and applications will be available to the public.

VII. Pima County reserves the right to:

1. Renew contract(s) for up to four (4) subsequent one-year periods.
2. Accept or reject any or all of the applications received and to cancel in part or in its entirety this request if it is in the best interest of the County to do so.
3. Make no fund award.
4. Negotiate necessary adjustments in proposed funding levels and program activities.

VIII. Compliance with Agreement:

County will execute an agreement with the successful Proposer by issue of a contract. The Proposer agrees to establish, monitor, and manage an effective administration process that assures compliance with all requirements of the agreement. In particular, the Proposer agrees that he/she will not provide goods or services in excess of the executed agreement items (services), item quantity, item amount, or agreement amount without prior written authorization by revision or change order properly executed by the County. Any items provided in excess of the quantity stated in the agreement will be at the Proposer’s own risk. Proposers must decline verbal requests to deliver items in excess of the agreement and must report all such requests in writing to the PVHS Director within one (1) work day of the request. The report must include the name of the requesting individual and the nature of the request.

IX. Suspension or Debarment Status:

Any person or firm or agent of any person or firm, currently suspended or debarred from participation in school procurements, conducting business or submitting proposals on contracts by any other local, state, or Federal government is not eligible for contract award under this solicitation. For procurements that are to be funded by Federal monies, the school will confirm a vendor's status via the Excluded list of Federal Government.

The contracts entered into under this RFP will begin approximately **July 1, 2016 through June 30, 2017**. The contract may be extended for up to four (4) additional one-year periods depending upon available funding and provider performance.

X. Prepare a Narrative that Addresses:

A. Methodology (30 points) - describing methodology and specific objectives achieved in similar past/present work.

B. Cost (30 points) – reasonableness of costs.

The selection committee will be used to award fee-for-service, “not-to-exceed” contracts for consideration by the County Board of Supervisors. Pima County may require the applicants reasonably susceptible of being selected for award to participate in discussion, and to submit such price. Technical or other revisions of their applications may result from negotiations. Pima County will hold all applications submitted in confidence pending completion of awards and negotiations. Following awards, contracts and applications will be available to the public.

ATTACHMENT A

RFP APPLICATION		
Legal name of the entity (or individual) submitting this application:		
Address:		
City:	State:	Zip Code:
Mailing Address if different from above:		
Telephone number:	Fax number:	
Contact Person Name (for this application): Title:		
Contact Person E-mail address:		
Legal Status of entity (individual, incorporated?)	Last Audit (date)	
Has this entity ever claimed bankruptcy?	When?	
Are you registered with Pima County as a vendor?	As MWBE?	(see below)
Optional Information: Pima County has a Minority Women Business Enterprise (MWBE) Program. Please provide information as appropriate.		
Are you a Women-Owned business?		
Minority-Owned Business?		
To the best of my knowledge and belief, all of the information in this application is true and correct. The document has been authorized by the governing body of the applicant and the applicant will comply with the attached assurances if funding is awarded.		
Written or Typed Name of President, Chief Executive Officer or Individual Applicant:		
Authorized Signature of President, CEO or Individual Applicant:		Date Signed:

ATTACHMENT B: MINIMUM QUALIFICATIONS VERIFICATION FORM

PROPOSER'S NAME: _____

Proposer certifies that he/she possesses the following minimum qualifications and must provide the requested documents that substantiate satisfaction of the Minimum Qualifications. Failure to provide the information required by these Minimum Qualifications and required to substantiate *responsibility* may be cause for the Proposer's proposal to be rejected as **Non-Responsive**.

Provide documented and verifiable evidence that you or your firm satisfies the following Minimum Qualifications, and indicate what, if any, attachments are submitted.

If appropriate

Minimum Qualifications of the Proposer's company:

- a. Applicant Articles of Incorporation, if applicable.
- b. If Corporation, proof of up to date Corporate Commission records.
- c. Auditor's Letter from most recent Audit opinion, if applicable.
- d. Agency Mission Statement.
- e. List of Board of Directors, if applicable, showing sex, race/ethnicity, and other characteristics relevant to the proposed target population.
- f. List the area of Pima County where services will be offered.

Minimum Qualifications of the proposed personnel as specified in Attachment A:

- a. Resume: Attach
- b. License: Attach any if applicable
- c. Certification: Attach any if applicable
- d. Fingerprints/ Background Check Clearance: Attach copy of State of Arizona Department of Public Safety Fingerprint Clearance Card.**
- e. Experience: Attach documentation relevant to areas of Math instruction/Special Education Consulting.