

**PIMA COUNTY COMMUNITY SERVICES/EMPLOYMENT & TRAINING
PIMA VOCATIONAL HIGH SCHOOL
NOTICE OF REQUEST FOR PROPOSAL (RFP)**



RFP Number: CSET/PVHS-09-24-13 ATFY
Title: Academic Tutoring For Youth
Program Year: 2013-2014

RFP Release Date: Tuesday, September 24th, 2013 12:00 noon.

RFP DUE DATE AND TIME: Tuesday, October 8th, 2013 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 RFP title, number, due date, time and respondent's name clearly marked on the outside to:

Pima County Community Services Employment and Training
Community Services Employment and Training Department/Pima Vocational High School
97 E. Congress Suite 30, Tucson, AZ 85701

SOLICITATION: Pima County Community Services Employment and Training/Pima Vocational High School is soliciting proposals from Proposers qualified, responsible and willing to provide the following services 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 **November 1, 2013 through October 31, 2014** 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 re-teaching in the areas of Math, Writing, and Reading to master Arizona academic standards for high school. Youth participant goals need to be clearly defined and progress must be monitored and documented. Pima Vocational High School staff will assign participants to this program every 6 weeks, with possible extension based on progress and need. Maximum compensation for instructors: 20 hours per week @ \$20 per hour, funded by ESEA funds for academic improvement

Proposers may pick up a copy of the RFP, Monday through Friday, excluding legal holidays, from 8:30 a.m. to 4:30 p.m. MST, at the address indicated above, **beginning Tuesday September 24th, 2013 at 12:00 noon.** Proposers may also download a full copy of this solicitation at: <http://www.pima.gov/CED/Grants/rfp.html#RFPs>. 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 shall be submitted as defined in the RFP and in accordance with the Standard Provisions Terms and Conditions (A copy is available upon request). Failure to do so may be cause for rejection as *non-responsive*. Late submissions shall be rejected and returned as per Procurement Code, Section 11.12.010 (E). and Arizona Administrative Code R7-2-1044 Proposals may not be withdrawn except as allowed by Pima County Procurement Code, Section 11.12.020 (H).

VERBAL REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS SHALL BE MADE TO:

Pima County Community Services Department/Pima Vocational High School: Cecilia Noperi.
97 E. Congress Ste. 30 AZ 85701
Phone: 724-9742 Fax: (520) 724-9753

INSTRUCTIONS TO PROPOSERS

A. Purpose of this Request for Proposal

The purpose of this Request for Proposal (RFP) is for Pima County Community Services Employment and Training/Pima Vocational High School to identify qualified providers of academic tutoring leading to documented academic improvement by at-risk youth participants.

B. Goals/Expected Outcomes

Youth participants in the academic instruction component funded under this RFP are expected to:

1. Improve academic skills in reading writing and math,
2. Participate in tutoring classes.

Services are to be provided at:

South Campus- 1550 S. 6th, Avenue, Tucson, Arizona 85743, or
Downtown Campus- 97 E. Congress St. Ste. 30, Tucson, Arizona, or
North Campus- 5025 West Ina Rd. Tucson, Arizona 85743

Procurement Process

Contract for funding awarded under this RFP shall be negotiated. Contracts awarded for funding shall 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 under this RFP.

Complete and return all required information in Attachments A & B and the Arizona Highly Qualified Attestation Form and returned all required documents.

Timeline:

Release date: September 24th, 2013

Due Date: Tuesday, October 8th, 2013 4:00pm (MST)

Review of Proposals: October 11th, 2013 @10:00 A.M.

Selection of Consultation Providers:

Selection to be completed by 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 shall be based on the total score from Individual ranking sheets. Recommendations will be reviewed by CSET/PVHS Staff.

Selection Criteria based on 100 points scale is as follows:

- Credentials/Experience of consultant/Proposer (40 points) (Attachment B)
- Narrative (30points) describing mythology and specific objectives achieved in similar past/present work
- Cost (30 points)

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 discussions, and to submit such price. Technical or other revisions of their applications may result from negotiations. Pima County

shall hold all applications submitted in confidence pending completion of awards and negotiations. Following awards, contracts and applications shall be available to the public.

Pima County reserves the right to:

1. Renew contract(s) for four 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

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 they shall 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 shall be at the Proposer's own risk. Proposers shall decline verbal requests to deliver items in excess of the agreement and shall report all such requests in writing to the Pima Vocational High School Director within 1 workday of the request. The report shall include the name of the requesting individual and the nature of the request.

SUSPENSION OR DEBARRMENT 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 schools will confirm a vendor's status via the Excluded Parties list of Federal Government.

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:	
Name of contact person (for this application):		
E-mail address (for contact person):		
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.		
Typed name of President, Chief Executive Officer or Individual Applicant		
Authorized Signature of President or Chief Executive Officer	Date signed:	

ATTACHMENT B: MINIMUM QUALIFICATIONS VERIFICATION FORM

PROPOSER'S NAME: _____

Proposer certifies that they possess the following minimum qualifications and shall provide the requested documents that substantiate their 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 attachments are submitted.

Submit the following (If applicable) Documentation 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.

Submit the following documentation of the proposed personnel.

- a. Resume
- b. Attach copy of Arizona Department of Public Safety Finger Print Clearance Card.
- c. Narrative describing methodology and specific objective achieved.
- d. Experience of consultant/proposer of similar work.
- e. Documentation to support that the proposer/consultant meets the Arizona Highly Qualified instructional paraprofessional requirements.

* See form attached.



2013 – 2014

ARIZONA HIGHLY QUALIFIED ATTESTATION FORM INSTRUCTIONAL PARAPROFESSIONAL

(Pursuant to requirements mandated by P.L. 107-110 No Child Left Behind Legislation)
To be completed by Instructional Paraprofessionals in Grades K-12
working in any Title I Programs or in Title I School-Wide Schools.

Name:		LEA:	
SSN (last 4 digits):		School:	

1. Secondary school diploma or GED

AND

2. Check only ONE option below:

Holds an associate's (or higher) degree (attach copy);

OR

Completed two years of study (equaling 60 or more credit hours) at an accredited institution of higher education (attach transcript; 100 level coursework and above);

OR

Obtained a passing score on an ADE-approved assessment (attach score report):

1. ParaPro
2. ACT Workkeys
(requires Business Writing, Applied Math & Reading Comprehension test results)
3. Master Teacher's Para Educator Learning Network

If you met the requirements for 1 and 2, under federal guidelines, you are considered qualified to work in a Title I Program or Title I School-Wide school.

Highly Qualified Paraprofessional

Non-Highly Qualified Paraprofessional

I attest to the factual completion of this evaluation.

Signature of Paraprofessional

Date

Signature of Supervising Teacher #1

Date

*Signature of Supervising Teacher #2

Date

*Signature of Supervising Teacher #3

Date

Printed Name of Principal

Signature of Principal

Date

** Include additional teacher signatures if working with more than one. Each supervising teacher must be highly qualified.*

Attach all supporting documents.