

Accelerating Learning Through High-Quality Tutoring Programs

REQUEST FOR QUALIFICATIONS

Application Template

Eligible applicants must complete fully the following technical and quality elements to be considered. These components can be completed using the application template found on the RFQ webpage. The application should include the following sections:

PART 1: TECHNICAL REVIEW

Applications must first pass a technical review to ensure they are complete and include all required information. Applications that pass the technical review will then undergo a review for quality criteria. The technical review includes: (1) Verification that applicants have completed Sections A and B on the application, and (2) Verification that applicants have submitted Appendix A.

SECTION A: VENDOR INFORMATION

Technical Element	Answer
Name of Organization	
Address	
City, State and Zip Code	
Phone	
Email	
Name and Title of Authorized Contact	
Address (if different from above)	
City, State and Zip Code	
Phone	
Email	
Name and Title of Secondary Contact	
Address (if different from above)	
City, State and Zip Code	
Phone	

Technical Element	Answer
Email	
Tax I.D. Number and / or Ohio Secretary of State Business Registration Entity Number	
Number of years as a provider of tutoring programs	
Number of LEAs the tutoring program can support during a school year	

ORGANIZATION TYPE (CHECK APPROPRIATE BOXES)

For-Profit Corporation		<input type="checkbox"/> Ohio Corp. or	<input type="checkbox"/> Foreign Corp.
Nonprofit Corporation		<input type="checkbox"/> Ohio Corp. or	<input type="checkbox"/> Foreign Corp.
Other		Please specify:	

SERVICE DELIVERY MODEL (CHECK APPROPRIATE BOXES)

On Campus Tutoring	
Virtual Tutoring	
Blended Model	

AREAS OF TUTORING COVERAGE (CHECK APPROPRIATE BOXES)

Content	Grades	Can provide tutoring service in this grade band and content area	Can support students participating in special education and related services
English Language Arts	K-5	<input type="checkbox"/>	<input type="checkbox"/>
	6-8	<input type="checkbox"/>	<input type="checkbox"/>
	9-12	<input type="checkbox"/>	<input type="checkbox"/>
	Other (Please explain)		
Mathematics	K-5	<input type="checkbox"/>	<input type="checkbox"/>
	6-8	<input type="checkbox"/>	<input type="checkbox"/>
	9-12	<input type="checkbox"/>	<input type="checkbox"/>
	Other (Please explain)		
Science	K-5	<input type="checkbox"/>	<input type="checkbox"/>
	6-8	<input type="checkbox"/>	<input type="checkbox"/>
	9-12	<input type="checkbox"/>	<input type="checkbox"/>
	Other (Please explain)		
Social Studies	K-5	<input type="checkbox"/>	<input type="checkbox"/>
	6-8	<input type="checkbox"/>	<input type="checkbox"/>
	9-12	<input type="checkbox"/>	<input type="checkbox"/>
	Other (Please explain)		

BACKGROUND CHECKS

Are background checks and other screening procedures performed for tutors?

Yes

No

If yes, explain the process and how it aligns to Ohio's background requirements for vendors as outlined here.

REFERENCES

As part of the technical review, a minimum of three (3) relevant client references should be included within the application (Appendix A). Include client names, addresses, contact names with emails and phone numbers, dates of service and type(s) of service(s) provided. Client references should include state or local education agencies that you have partnered with in the past five years to provide similar services. If any of those state or local education agencies terminated their contracts with your organization early, please explain.

PART 2: QUALITY ELEMENTS REVIEW

Each component of high-quality tutoring will be scored according to the following categories:

Not Addressed/0 Points: The response is not provided.

Poorly Developed/1 Point: The response is significantly incomplete, missing required appendices or otherwise raises substantial concerns about the viability of the plan or the applicant's capacity to execute it.

Partially Developed/2 Points: The response meets less than half of the established criteria and contains substantial gaps in other areas.

Adequately Developed/3 Points: The response meets the established criteria.

Fully Developed/4 Points: The response demonstrates the applicant's thorough understanding of key issues via specific and accurate information. The response presents a clear, realistic picture of how the applicant expects to operate and inspires confidence in the applicant's capacity to execute the plan effectively.

SECTION B: KEY COMPONENTS

HIGH-QUALITY INSTRUCTIONAL MATERIALS ALIGNED TO OHIO'S ACADEMIC LEARNING STANDARDS

Please describe how the tutoring program will align to [Ohio's Academic Learning Standards](#) for English language arts, mathematics, science and/or social studies. For literacy, be sure to clearly articulate how the tutoring program is also aligned to the Science of Reading and [Ohio's Plan to Raise Literacy Achievement](#). For mathematics, clearly articulate how the tutoring program is aligned to [Mathematical Practices](#).

Please provide, as an appendix (Appendix B), adequate documentation and/or evidence to support your description (above) for each grade band and content area you intend to serve. This may include curriculum guides, sample lesson plans, scope and sequence, tutorials, promotional materials, etc.

APPROACH ALIGNED WITH RESEARCH ON EFFECTIVE TEACHING AND LEARNING

Please provide an overview and explanation of how the tutoring program is aligned with research on effective teaching and learning; specifically, how the program leverages explicit and systematic instruction.

HIGH-DOSAGE TUTORING PRACTICES

Please outline and describe how the tutoring program is aligned with the qualities of high-dosage tutoring. Specifically, be sure to address how the program incorporates the following features:

- One-on-one or small group (3-4) instruction
- At least three sessions a week or 50 hours over 36 weeks
- Embedded in the school day or immediately before/after
- Implementation supports/coaching
- Coordination with classroom teachers and/or district personnel

DATA-DRIVEN INSTRUCTION

Explain how the tutoring program provides and uses data to drive instruction. Specifically, be sure to address the following:

- Sessions individualized based on students' needs
- Data informed instruction in coordination with teachers and district personnel

QUALITY TUTORS

Describe the background checks and screening procedures utilized. Describe your process for recruiting tutors and the necessary qualifications for hire. Describe the content-specific and pedagogical training provided to tutors for each content area. Please include sample training materials, guides, etc. as supporting evidence. Describe the quality control measures in place to monitor tutoring sessions, including professionalism of tutors, quality of tutoring sessions, and methods for providing feedback to tutors.

DEMONSTRATED EFFECTIVENESS

Describe the vendor's experience as a provider of a tutoring program. Please describe evidence of your organization's prior successes in tutor recruitment, training, and/or instructional materials for tutoring. Describe and provide any program evaluations that demonstrate a positive impact on student achievement. Concrete, specific, and quantitative metrics are strongly preferred over qualitative descriptions. Independent research studies demonstrating effectiveness are particularly valuable.

Please provide a statement of how many districts or schools your organization can responsibly support and how they would be served by your proposed team.

Part 3: Appendices

APPENDIX A: REFERENCES

As part of the technical review, a minimum of three (3) relevant client references should be included within the application. Include client names, addresses, contact names with emails and phone numbers, dates of service and type(s) of service(s) provided. Client references should include state or local education agencies that you have partnered with in the past five years to provide similar services. If any of those state or local education agencies terminated their contracts with your organization early, please explain.

Please attach three references as part of Appendix A.

APPENDIX B: SUPPORTING DOCUMENTATION

Please provide adequate documentation and/or evidence to support your description (above) for each grade band and content area you intend to serve. This may include curriculum guides, sample lesson plans, scope and sequence, tutorials, promotional materials, etc.

APPENDIX C: OPTIONAL QUALIFICATIONS

To also be an eligible provider for Expanding Opportunities for Each Child grant funding, entities must assure the following by checking the appropriate box for each item below. To review full eligibility requirements, please reference the Expanding Opportunities for Each Child [guidance document](#).

Proposed tutoring program has a demonstrated record of success in increasing students' academic achievement.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proposed tutoring program complies with all applicable Federal, State, and local health, safety and civil rights laws.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proposed tutoring program provides instruction and content that is secular, neutral and non-ideological.	Yes <input type="checkbox"/>	No <input type="checkbox"/>