High-Quality Tutoring Programs – English Language Arts, Mathematics, Science and Social Studies Application Template

# Application Procedures

## Application Timeline

The Department shall post the initial list of tutoring programs on the Department's website no later than October 1, 2022. After the initial list is developed, the application period will be open on a rolling basis with anticipation that updated lists will be published on a quarterly basis.

* **RFQ High-quality tutoring program application available:** Friday, August 12, 2022
* **Application deadline:** Friday, September 9, 2022
* **High-quality tutoring program list published:**Friday, September 30, 2022

To be considered for the initial list, the application and appendices must be submitted by 11:59 p.m. EST on Friday, September 9, 2022, to the tutoring inbox at [tutoring@education.ohio.gov](mailto:tutoring@education.ohio.gov). The electronic version must include all required components. Incomplete or late applications will not be considered.

## Application Submission Method

Applicants are required to submit a completed application and any supporting documents to the tutoring inbox at [tutoring@education.ohio.gov](mailto:tutoring@education.ohio.gov) answering all questions included in the application portion of this RFQ.

The Department has provided an application template to assist in the organization of the information required in the application. Use of the template is required.

# Section A: Vendor Information (Technical Review Only)

*The following technical elements must be completed for applications to be accepted and reviewed.*

| **Technical Element** | **Answer** |
| --- | --- |
| Name of Organization | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| City, State and Zip Code | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Name and Title of Authorized Contact | Click or tap here to enter text. |
| Address (if different from above) | Click or tap here to enter text. |
| City, State and Zip Code | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Name and Title of Secondary Contact | Click or tap here to enter text. |
| Address (if different from above) | Click or tap here to enter text. |
| City, State and Zip Code | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Tax I.D. Number and / or Ohio Secretary of State Business Registration Entity Number | Click or tap here to enter text. |
| Number of years as a provider of tutoring programs | Click or tap here to enter text. |
| Number of LEAs the tutoring program can support during a school year | Click or tap here to enter text. |

### Organization Type (Check appropriate boxes)

|  |  |  |  |
| --- | --- | --- | --- |
| For-Profit Corporation |  | Ohio Corp. or | Foreign Corp. |
| Nonprofit Corporation |  | Ohio Corp. or | Foreign Corp. |
| Other |  | Please specify: Click or tap here to enter text. | |

### 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 |  |  |
| 6-8 |  |  |
| 9-12 |  |  |
| Other  (Please explain) | Click or tap here to enter text. | |
| Mathematics | K-5 |  |  |
| 6-8 |  |  |
| 9-12 |  |  |
| Other  (Please explain) | Click or tap here to enter text. | |
| Science | K-5 |  |  |
| 6-8 |  |  |
| 9-12 |  |  |
| Other  (Please explain) | Click or tap here to enter text. | |
| Social Studies | K-5 |  |  |
| 6-8 |  |  |
| 9-12 |  |  |
| Other  (Please explain) | Click or tap here to enter text. | |

### Background Checks

Are background checks and other screening procedures performed for tutors?

Yes

No

If yes, explain the process.

Click or tap here to enter text.

## Section B: Key Components (Quality Review)

*The following quality elements will be reviewed by a team and scored to determine eligibility.*

### 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](https://education.ohio.gov/Topics/Learning-in-Ohio/OLS-Graphic-Sections/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 [Ohio’s Plan to Raise Literacy Achievement](https://education.ohio.gov/getattachment/Topics/Learning-in-Ohio/Literacy/Ohios-Plan-to-Raise-Literacy-Achievement.pdf.aspx). For mathematics, clearly articulate how the tutoring program is aligned to [Mathematical Practices](https://education.ohio.gov/Topics/Learning-in-Ohio/Mathematics/Model-Curricula-in-Mathematics/Standards-for-Mathematical-Practice).

Click or tap here to enter text.

### 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.

Click or tap here to enter text.

### 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, thirty minutes minimum per session
* Embedded in the school day or immediately afterward
* Coordination with classroom teachers

Click or tap here to enter text.

### 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 for teachers and district personnel

Click or tap here to enter text.

### Quality Tutors

Describe the background checks and screening procedures utilized. Describe the content-specific and pedagogical training provided to tutors.

Click or tap here to enter text.

### 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. In particular, describe 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.

Click or tap here to enter text.

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.

Click or tap here to enter text.

## 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: Optional Qualifications

### Expanding Opportunities for Each Child

To also be eligible for Expanding Opportunities for Each Child grant funding, entities must assure the following by checking the appropriate box for each item:

To determine an organization’s eligibility, please reference the Expanding Opportunities for Each Child [guidance document](https://ccip.ode.state.oh.us/DocumentLibrary/ViewDocument.aspx?DocumentKey=89691).

|  |  |  |
| --- | --- | --- |
| Proposed tutoring program has a demonstrated record of success in increasing students’ academic achievement. | Yes | No |
| Proposed tutoring program complies with all applicable Federal, State, and local health, safety and civil rights laws. | Yes | No |
| Proposed tutoring program provides instruction and content that is secular, neutral and non-ideological. | Yes | No |