



THE VIRGIN ISLANDS DEPARTMENT OF  
**EDUCATION**

1834 Kongens Gade  
St. Thomas, U.S. Virgin Islands

**REQUEST FOR PROPOSALS (RFP)-VIDE-2023-002  
FOR  
Providing Math Tutorials for Students in  
The St. Thomas-St. John Public School District**

**Date of Issuance  
March 14, 2023**

**Submittal Deadline  
March 29, 2023  
[bids@vide.vi](mailto:bids@vide.vi)**

## I. GENERAL INFORMATION

### A. PURPOSE / OVERVIEW

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified firms to provide after-school tutorials in Mathematics to public students in every grade level across the entire school district. The St. Thomas-St. John Public School system is seeking the services of professionals and/or organizations to provide 24/7, on-demand, one-to-one tutoring and high-dosage scheduled tutoring from instructors who have been thoroughly assessed. Tutors will provide targeted instructional strategies based on grade and subject for elementary, middle, and high school students.

For the FY21-22 Math Overall Proficiency is reported at 5% percent which is a decrease of 5.7 percent. The district acknowledges that the overall proficiency rates in Mathematics remain low.

#### Smarter Balanced Math

- 18-19 Scores: 7.9% Proficient
- 20-21 Scores: 11.0% Proficient
- 21-22 Scores: 5% Proficient

As such, the district has made the crucial decision to provide personalized tutoring in order to remove barriers and to help students achieve their academic goals. Students will receive personalized academic support from qualified tutors who are deliberate in their practice and who utilize highly-effective tutoring strategies. Considering the intrinsic complexity of the subject, tutors are expected to possess a comprehensive understanding of content and their pedagogical approaches must result in improved student learning and academic performance that will be measured by student performance on formative and summative assessments.

To this end, the VIDE seeks highly-qualified tutors who have demonstrated expertise in Mathematics to provide all things necessary to the Department in its strategic plan to develop mastery, competence, and knowledge in the subject among all students at the elementary, junior and secondary levels. Knowledge of the Standard Mathematical Practices is also required.

### B. BACKGROUND

#### Virgin Islands Department of Education

The Commissioner of Education heads the Virgin Islands Department of Education, which includes the Virgin Islands Public School System. The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas-St. John school district and the St. Croix school district. Each of the two school districts is managed and directed by an Insular Superintendent who oversees the day-to-day operations of the schools in his locale from district offices established on each island. The following contains additional information concerning the two (2) school districts:

<b>ST. THOMAS/ST. JOHN SCHOOL DISTRICT</b>	<b>Number</b>
<b>Schools</b>	<b>12</b>
Elementary School (PK-5)	1

Elementary School (K-3)	1
Elementary Schools (K-5)	2
Elementary Schools (K-6)	2
Elementary/Middle K-8 School	1
Middle Schools	1
Intermediate/Junior High School	1
High Schools	2
Alternative Education	1
<b>Number of Students</b>	<b>5,542</b>
<b>Adult Programs</b>	<b>2</b>
Day Adult Program (Adult Basic Education, GED, ESL)/ Skill Center	1
Adult Continuing Education (High School Diploma)	1
<b>ST. CROIX SCHOOL DISTRICT</b>	
<b>Schools</b>	<b>13</b>
Elementary Schools (PK-6)	2
Elementary Schools PK-6)	3
Elementary/Middle K-8 School	4
Junior High	1
High Schools	2
Alternative Education	1
<b>Number of Students</b>	<b>5,451</b>
<b>BOTH DISTRICTS TOTAL NUMBER OF STUDENTS</b>	<b>10,993</b>
<b>Adult Programs</b>	<b>3</b>
Adult Ed	1
Adult Continuing Education (High School Diploma)	1
Career and Technical Education	1

<b>Row Labels</b>	<b>STTJ</b>	<b>STX</b>	<b>Grand Total</b>
Counselors	20	31	51
JROTC Teachers	7	4	11
Librarian	6	8	14
Nurses	5	10	15
Other Support Staff	411	384	795
Para-professionals	100	157	257
Teachers	481	461	942
Administrators-Coordiators	11	14	25
Administrators-Principal	35	38	73
<b>Grand Total</b>	<b>1076</b>	<b>1107</b>	<b>2183</b>

On the island of St. John, one (1) school serves the elementary and middle school student population, while senior high school students are served by schools on St. Thomas.

The Rural and Low Income Services Division under the St. Thomas/St. John district Office of the Insular Superintendent has been designated to serve as the DOE liaison on this project.

**C. ADMINISTRATIVE STRUCTURE**

Honorable Commissioner Dionne Wells-Hedrington, Ed.D. leads the Virgin Islands Department of Education. The Department has two (2) school districts, the St. Thomas-St. John School District and the St. Croix School District that are managed and directed by Insular Superintendents. The official physical and mailing address to be used for submission of any correspondence or delivery of paper reports for the DOE is as follows:

Virgin Islands Department of Education  
1834 Kongens Gade  
St. Thomas, US Virgin Islands 00802-6742

**D. CONTRACT TYPE**

The contract awarded under this RFP will be for professional services and cost reimbursement. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

**E. CONTRACT TERMS**

Unless otherwise agreed pursuant to negotiations, the terms of the contract awarded under this RFP shall be for a period of One (1) Year.

**F. SELECTION OF CONTRACTOR**

A contract shall be negotiated with a proposer deemed to be the most qualified and responsive to this solicitation. Such a proposer is one who has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's ability to deliver requested services in a timely manner; qualifications (22 pts); project approach (37pts); experience (20 pts); and cost (20pts).

The proposer shall also meet the following minimum requirements:

- (1) Provide description of the proposer's organization.
- (2) Provide history and background of organization.
- (3) Provide previous experience including years of experience describing the type of experience required for the project.
- (4) Demonstrate ability and capability to deliver on all aspects as described in Section II.
  - Proposers should present their vision of how they intend to meet DOE's needs and identify the overall approach to the project, define the scope of their offered services, and how the strategies to be employed to meet the *Scope of Services and Deliverables* as defined in this RFP.
- (5) Provide at least three (3) professional references (project references).
- (6) Demonstrate the ability to perform services on-site in DOE's facilities.

**H. INCURRED COSTS**

The Government of the Virgin Islands is not liable for any cost incurred by the proposer prior to the signing of a contract by all Parties.

**I. LATE PROPOSALS**

Any Proposal received after the exact time specified for receipt will not be considered.

**J. GIFTS FROM CONSULTANT**

The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

**K. LICENSES, FEES & TAXES**

1. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
2. The selected contractor shall obtain and post all licenses, insurances, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

**L. PROPOSAL FORMAT**

Each proposal must also meet the following minimum requirements:

***Part I: Narrative***

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Executive Summary/Proposal Overview

This section must describe the salient features of the proposal. It must contain an overview of the proposer's company's background and qualifications and must condense and highlight the contents of the proposal to provide a broad understanding of the entire document. The Executive Summary should include conclusions and generalized recommendations. Pricing information must not be included in the Executive Summary.

3) Required Parts and Documents

The proposal must include components of Section I. F.

4) Technical Response

Demonstrate ability and capacity to provide services described in Section II. In this section, proposers should present their vision of how they intend to meet the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of*

*Services* as defined in this RFP. Demonstrated experience and understanding of how to incorporate culturally responsive learning deliveries and styles.

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- Provide resumes of key personnel who will be assigned to the services of the Contract; and company/program organization chart

### ***Part II: Cost Proposal***

The proposal shall provide the proposed compensation for the services to be provided as described in Section II. Costs must be delineated by a fixed cost inclusive of resource/materials.

## **II. SCOPE OF SERVICES**

### **Overview**

The VIDE reserves the right to select one or multiple contracts to provide services specifically geared towards the following:

- One on One and small group Math tutorials.
- These high-dosage Math tutorials will occur three times per week throughout the term of the Contract for targeted students scoring basic and below basic on state tests
- Developmentally-appropriate subject matter for each student's grade level..
- Implementation of engaging instructional practices and content.
- Monthly progress reports that will be provided to the parents, school and district.

The services offered will include engaging in educational sessions and targeted activities to promote understanding of Mathematics. Tutors will work on a one-on-one, but not more than three-to-one, basis in this area. They are required to be proficient at adapting and identifying focus areas when tutoring. They must also be adept at servicing students whose second language is English.

The St. Thomas-St. John District of the VIDE is committed to the goal of every student achieving at least one year of growth and proficiency on assessments, as well as to enhance students' mastery of content by providing quality academic personalized tutoring support. A corpus of research has shown that one on one instructional support resulted in an increase in students' scores. Targeted, differentiated academic support for students will help them learn deeply, stay on track to be promoted or to graduate, and will assist high school graduates in achieving post-secondary success.

### **Tasks**

The selected contractors shall provide approximately 30 to 60-minute sessions during after school hours beginning at 2:30 at least three days per week during the remainder of the 2022-2023 School Year April 2023 to May 2023; Day sessions during the Summer (June- July); and School Year 2023-2024 Sessions

will focus on specific topics and activities that are primarily designed to arm students with the essentials to ensure successful student outcomes in Mathematics and to enhance student experience. The selected contractor will also ensure that the target groups receive direct support on individualized and institutionalized needs. Sessions will be conducted in-person with strict observance and adherence to COVID-19 protocols. The selected Contractor will also be charged with developing resources for each of the items listed below:

- Support plan to build capacity for approximately 100 students who are not meeting proficiency benchmarks
- Description of exhaustive tutor screening and quality control for safe and secure student support.
- Detailed plan to provide high-dosage tutoring services Mathematics with differentiation based on students' needs and effective Mathematical/Computational Skills.
- Capacity to support tutoring for all students included.
- How data will be made available for administrators and teachers including student progress data and student satisfaction surveys.

### **Deliverables**

The selected contractors will assist schools and must deliver to VIDE the following:

Sessions to be held in person between throughout the Contract Term with a frequency of 2-3 sessions per week. The participants will include students, teachers and parents. The selected Contractor(s) will design the tutorial plan that meets the needs of the students. The selected contractors shall also provide the following:

- Demonstrated experience and understanding of how to incorporate culturally responsive learning deliveries and styles.
- Appropriate details that demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFP.
- Resources and materials to be provided by the vendor and what the District is expected to provide.
- Necessary forms, reports and documentations, including introductory letter describing the tutoring plan to new participants.
- Effective and engaging activities.
- Monthly progress reports of each student and of the program's goals.
- Pre and post academic survey to all participants.

### **III. NON-PERFORMANCE BY SELECTED CONTRACTOR**

In the event of the selected contractor's non-performance under the subsequent contract and/or the violation or breach of the contract terms, the Government shall have the right to pursue all administrative, contractual, and legal remedies against the contractor and shall have the right to seek all sanctions and penalties as may be appropriate. Further, either party shall have the right to terminate the contract with or without cause upon the stipulated written notice to the other party specifying the date of termination.

#### IV. CONTRACTUAL REQUIREMENTS

All bid proposals and subsequent contract and supporting documents must reflect the legal name of the entity. Supporting documents should be made part of the Proposal package.

- (1) **Certificate of Resolution** as to the authorized negotiator and signer of a contract.
- (2) **Current Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs and if applicable, a copy of the current business license issued by state, city or county in which the foreign corporation is operating.
- (3) One (1) current original **Certificate(s) of Good Standing/Existence** in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks and if the company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.
- (6) **Certificate of Liability Insurance** indicating proof of coverage of **General Liability/Public Liability Insurance** - each of no less than [Three Hundred Thousand Dollars and Zero Cents (\$300,000.00)] for any one occurrence. The Contractor must provide a **Certificate of Liability Insurance** and **Declaration/Endorsement** pages indicating that the Government of the Virgin Islands, Department of Education, is as “**certificate holder**” and an “**additional insured**” on the **General Liability/Public Liability Insurance**. The Professional Liability Insurance must cover the services to be provided under the contract.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers’ Compensation Employee’s Liability.
- (8) System for Award Management (SAM) certifying the Contractor’s’ eligibility to receive contract awards appropriated with federal funds; [www.sam.gov](http://www.sam.gov).

Please note the above-referenced documents are subject to modification at the Government’s discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract.