

### Questions for RFP #251-26-201 – Volunteer Literacy Tutor Project Management

Reference	Vendor Question	Answers
	The RFP references both volunteers and tutors; however, their respective roles are not clear. Can you provide some clarification about the role volunteers will play?	The volunteer tutors are community members who provide Science of reading aligned tutoring to elementary aged students
	A minimum of 300 people and 40 schools is mentioned; however, the number of students is not. Can you provide some details on the projected number of students this project will serve?	The number of students can vary—anticipate 50+ students at each school
Cost Proposal, Attachment C, p. 7, 17	What total budget (and per-component budget, if applicable) is established for the 8-month base period? Are federal funds involved, and if so, which Attachment C requirements will apply?	The vendor needs to create their proposal Various funding sources can be potentially used as we braid funds
Background, p. 5	Has any vendor or nonprofit delivered this specific literacy tutoring and volunteer management scope in 2024 (e.g., following the HELPS or Level Up Literacy models)? If so, what lessons learned or outcomes from prior implementations should vendors consider in their proposals?	Yes  Science of reading aligned Hands-on activities Utilized one on one or small group Progress monitoring Data collection Coaching and training of tutors Meeting with district reps
Scope of Work, Component One, p. 5, 7	For Component One, will WCPSS provide an existing volunteer pipeline through MyVolunteer or other district partners, or is the vendor responsible for all new recruitment? Additionally, who performs and funds background checks—WCPSS HR, the vendor, or both?	Combo of WCPSS existing including those who assisted last year  And vendor would be responsible for creating and implementing a recruitment plan to get more tutors esp for our district areas that are further away from city limits that are sometimes harder to get tutors to sign up for

<p>Scope of work, Component Two, Overview of Activities, p. 6</p>	<p>Please confirm the list of the 40 elementary schools targeted for this initiative, whether they are Title I-weighted, and the anticipated tutoring time windows (during school day vs after-school).</p>	<p>The schools are those that have the highest needs in the area of early literacy K-3 Including schools that are Low performing, Title One, high ML populations</p>
<p>Scope of Work, Component Two &amp; Detailed Activities, p. 6-7</p>	<p>What definition of “high dosage” tutoring (frequency, duration, and group size) should vendors plan against? Additionally, please confirm the technical format and system integration expectations for “virtual student folders.”</p>	<ul style="list-style-type: none"> <li>• <b>High frequency:</b> Students receive tutoring at least three times per week</li> <li>• <b>Small group size:</b> one-on-one or in groups of no more than four students</li> <li>• <b>Consistent personnel:</b> Students work with the same tutor or a limited, consistent set of tutors over time to build a strong, trusting relationship.</li> <li>• <b>Alignment with Science of Reading</b></li> <li>• <b>Integration with school day:</b> The sessions are conducted during the regular school day</li> <li>• <b>Tutor quality:</b> Tutors are professionally trained and receive ongoing coaching and supervision. Staffed by a variety of trained individuals</li> <li>• <b>Data-driven instruction:</b> The program uses ongoing assessments and data to monitor student progress and personalize instruction.</li> </ul>
<p>Scope of Work, Component Two, p. 5-6</p>	<p>What specific student outcome metrics and fidelity thresholds will define success (e.g., fluency benchmarks)? What deliverable format is expected for mid-year and end-of-year reports, and what capacity-building milestones (e.g., number of WCPSS coaches certified) should vendors plan for?</p>	<p>Mclass composite data BOY MOY EOY Moving students from well below and below to at or above Vendor’s progress monitoring tool and collection</p> <p>Once launched, anticipate hosting at least a dozen or more trainings—some in evening, some in morning, some in afternoon</p> <p>Designated vendor staff needed for ongoing coaching of tutors and ongoing recruitment and retention strategies</p>