**Appendix A**

**QUESTIONNAIRE**

**Please place responses to Appendix A to TAB 5**

Responses to the questions in this section should be placed in the vendors proposal Section/Tab 5 as outlined in section I. PROPOSAL RESPONSE REQUIREMENTS

**SECTION I**

1. Individual or Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. City, State and Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Web address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Are you a Minority/Women Owned Business (MWBE)? \_\_\_\_\_Yes; \_\_\_\_\_No
8. If so, are you MWBE certified? \_\_\_\_\_Yes; \_\_\_\_\_No
9. If you are MWBE certified, who issued your certification?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Attach a copy of your certification as the last page of Appendix A in your proposal.

**Appendix A**

Responses to the questions in this section should be placed in the vendor’s proposal Section/Tab 5 as outlined in section I. PROPOSAL RESPONSE REQUIREMENTS. Include any samples in Tab 5.

**SECTION II:** SCOPE OF WORK Response

At minimum, the District is seeking the following goods and/or services to be provided by the Supplier(s): Tutorial services should provide additional academic instruction in reading, math, English/ language arts, social studies, and science that is designed to increase the progress and academic achievement of students, including ELL, Special Education, and High Achieving students. Services may include academic assistance such as remediation, acceleration, and other evidenced-based educational interventions.

1. Provide answers in response boxes. Indicate ☒ for your selection.

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| --- | --- | --- | --- | --- |
| **TUTORIAL SERVICES**  *Indicate* ☒ *the category (or categories) your services supports* | | | | |
| **Grade Levels** |  | Pre-Kindergarten/ K |  | Elementary (Grades 1-5) |
|  | Middle level (Grades 6-8) |  | High School level (Grades 9-12) |
| **Instructional – Content** |  | Language Arts/Literacy |  | Reading |
|  | Science |  | Math |
|  | Health/Physical Education (HPE) |  | Social Studies |
|  | World Languages (LOTE) |  | Fine Arts |
|  | Technology Applications/Computer Sci. |  | Early Childhood |
|  | STEM / STEAM |  | Other: |
| **Instructional - Population** |  | Regular Education |  | English Language Learners |
|  | Special Education |  | Bilingual/ESL/Dual Language |
|  | High Achieving Students |  | Other: |
| **Instructional –Delivery** |  | Monitored Student Practice |  | Hands-On Applications |
|  | Whole Group |  | Small Group |
|  | Simulations/Explorations /Problem-Solving |  | Other: |

1. How long has the Proposer been in business?

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1. Is your company currently providing these services to other school districts or educational settings?

\_\_\_\_\_Yes; \_\_\_\_\_No

If yes, provide a district name and contact information of two references.

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| 1. |  |
| 2. |  |

1. Has your company provided these services to HISD schools? \_\_\_\_\_Yes; \_\_\_\_\_No

If yes, provide a school name and contact of two references.

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| 1. |  |
| 2. |  |

1. Briefly, share research-based evidence/results of success of tutoring services on student achievement and/or demonstrated track record in schools to accelerate student achievement from prior experience. Sample documents can be included in Tab 5.

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1. Indicate resources and/or other support REQUIRED by the District/School to successfully implement the Supplier services.

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1. Provide tutoring services during the school day, before school, after school and during out of school time.

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| Explain when services will be provided. |

1. Skilled, qualified and experienced personnel (including Texas public school background check); and information on how the individual, providing services, is selected, trained, and supported, including, participation of the Supplier’s staff in school and/or district level training when deemed necessary by administrator or district level officials.

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| Explain qualifications, experience, and training of personnel: |

1. Academic support to increase academic achievement in Reading, English Language Arts, Math, Science, Writing, and/or Social Studies of eligible students as measured by formative assessments, summative assessments (i.e. STAAR/End of Course ) and/or academic progression within a timeframe defined by HISD staff (i.e end of each grading cycle, following formative/benchmark assessment, etc.). *Focus is to help students attain proficiency in meeting state academic standards in the subjects listed above and throughout the District’s core curriculum.*

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| Explain service related to statement above. |

1. Provide a description of how the student’s progress will be measured and how the students, parents and staff will be regularly informed of that progress.

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| Explain how student’s progress and achievement will be measured. |

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| Explain your process in reporting student progress to parents, campus administrators, and staff. |

1. Service and materials facilitate and support the planning and delivery of quality standards-based instruction ([Texas Essential Knowledge and Skills TEKS](http://tea.texas.gov/curriculum/teks/), Texas PK Guidelines, or other defined standards) alignment to [HISD TEKS-aligned district curriculum](http://www.houstonisd.org/Page/32088) and addresses targeted content knowledge or skill to develop deep understanding of foundational concepts and principles; Services and materials address a range of reading levels; are evidenced-based and/or are available in Spanish, especially if intended for grades PK-5.

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| YES NO  Please Explain:  Provide information on the intervention curriculum resources that individuals who provide tutoring use with students (include samples and/or websites). |

1. Services reflect respect for diversity, learning styles, and support differentiation

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| YES NO  Please Explain: |

1. Supplier provides strong service in collaboration, communication, and follow-up with campus administrators, teachers, and/or designee regarding design and delivery of tutorial services for campus student needs and scheduling.

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| YES NO  Please Explain collaboration and communication model: |

1. Describe delivery models in which tutors are able to work with students.

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| Describe delivery models to address student groups. |

1. Provide student pre and post assessment materials.

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| Explain the pre and post assessment type materials to be administered to students. |

1. Provide student results analysis and grouping in applicable programs.

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| Explain how you will provide the analyzed student data to support student grouping. |

1. Supplier engages in communication and follow-up with campus administrators, teachers, and/or designee regarding student performance, progress monitoring, and attendance, to include designated reporting of information. A description of how the student’s progress will be measured and how that information will be reported to the school, student and/or parent/guardian.

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| YES NO  Please Explain collaboration and communication model for progress monitoring of student performance and attendance: |

1. Conduct quality assurance monitoring of tutorial program.

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| Explain how services/instruction will be monitored for quality assurance. |

1. Re-teach or accelerate student mastery based on on-going performance assessment data.

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| Explain how you will accelerate student learning (to master skills) as supported by assessment data. |

1. Provide for all students who have an Individualized Education Plan (“IEP”) or receive services under section 614(d) of the Individuals with Disabilities Education Act and in the case of a student covered under Section 504, the goals and timetables will be developed that are consistent with the IEP or Section 504 services.

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| Explain how you will ensure to support “special population” students. |

**At the end of each (required Scope of Work) statement below, you must provide your initials acknowledging (agreeing) to:**

1. The fact that this solicitation shall be for one (1) year. I understand the District has the option to renew the contract annually for four (4) additional terms of service upon the same terms, conditions, and rates and/or upon HISD Supplier performance evaluations. \_\_\_\_\_
2. Conduct student pre and post assessments scoring in applicable programs. \_\_\_\_\_
3. HISD having the option to replace students (who leave or are dismissed prior to the end of the program) with other students for the remainder of the scheduled sessions. \_\_\_\_\_
4. Exclude from the final results (when determining the overall success of the program) those students who: a) leave or are dismissed prior to the end of the program; b) who are added after the program begins; and c) who attend less than 90% of scheduled instruction sessions.   \_\_\_\_\_\_
5. Participate in school and/or district level training deemed necessary by administrator or district level officials. \_\_\_\_\_\_
6. Provide 24 hour notice to school or district administrator, if tutorial staff will be absent. \_\_\_\_\_\_
7. Arrive on time and remain on duty for the scheduled time. \_\_\_\_\_\_
8. Maintain confidentiality of the identity of students eligible for, or receiving, tutorial services without the prior written permission of the student’s parent(s)/guardian(s). \_\_\_\_
9. Provide skilled, qualified, and experienced personnel (including Texas public school background check). \_\_\_
10. Respond to the District’s electronic notification of any matters within three (3) business days   
    (e.g., updated student rosters, requests for reports, etc.). \_\_\_\_\_
11. Provide parents, the principal/campus designee, and the appropriate classroom teacher(s) with monthly information on the student’s progress in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language that the parents can understand (provided, however the communication in English and Spanish shall always be “practicable”).  \_\_\_\_\_\_
12. Provide tutorial program evaluations as requested. \_\_\_\_\_