

**REQUEST
FOR PROPOSALS FOR
TUTORING CONTRACTOR(S)**

**Closing Date:
3:00pm EST
Friday, June 30. 2021**

Requested by: Contoocook Valley School District
SAU 1 Office
106 Hancock Rd.
Peterborough, NH 03456

The Contoocook Valley School District (ConVal) is seeking qualified vendors to deliver **Tutoring Services** to eligible students of the ConVal School District in accordance with the instructions, specifications, and terms and conditions contained in this Request for Proposals ["RFP"] ["Vendor " or "Proposer"]. Through this RFP, ConVal seeks to build and maintain a network of tutors, brought on as independent subcontractors, to provide reading, writing, and math instruction to qualifying students throughout the ConVal schools, grades K through 12.

I. OVERVIEW

The overall mission and goals of Learning Recovery program is to:

- Provide a supportive learning environment.
- Expand learning time.
- Provide high-intensity tutoring.
- Focus on acceleration.

Specifically, Tutoring Services are delivered to students who require additional academic instruction in order to achieve the outcomes set forth by the NH State Standards. Services would be offered at least three days a week in the areas of math, reading and/or writing.

The Learning Recovery Tutoring services will be offered to participants in the following categories:

- In-school participants who are 6 - 14 years old and who are at risk of not meeting grade-level standards in math or reading.
- Participants who fall below the 40%tile as measured by NWEA's Measures of Academic Progress and/or AIMSweb Plus assessment, and/or who may be in need of assistance to help them successfully demonstrate competency on identified priority standards associated with their grade level or course of study.

Program participants may possess some of the following barriers:

- Basic Literacy and Numeracy Skills Gaps
- High absences
- Homeless
- Limited English language skills

Tutors can expect to work with participants from any or all of these categories who face one or more of the listed barriers.

ConVal is seeking individuals possessing the professional skills and personal attributes making them well

suited to serve as tutors and have an affirmative impact on students, specifically in guiding them toward success in school. Organizations eligible to submit a response to this RFP include:

- Individuals holding a current New Hampshire Teaching Certificate, who also possess experience in the delivery of tutoring services,
- Organizations, including public, government agencies, community-based organizations, locally or state funded public educational institutions, or institutions of higher education can demonstrate the capacity to provide the specific services requested. Services must be provided within the limits of the ConVal School District.

Additionally, a background check **will be required** for all individuals who are being considered prior to contracts being approved. The cost associated with the background check will be the sole responsibility of the proposer and is not reimbursable through the contract that may be established with ConVal School District. The candidates who possess a current New Hampshire Teaching Certificate will be waived from this requirement as it will have already been satisfied through the New Hampshire Department of Education.

Vendor shall ensure compliance with all applicable federal, state, local statutory requirements, State Board of Education and New Hampshire Department of Health & Human Services rules, as well as the district's local board policy with respect to special education and/or related aids and services.

Vendor shall ensure adherence to appropriate safety procedures and report potential health or safety hazards to the Director of Learning Recovery.

II. DESCRIPTION OF SERVICES

Program Tutors provide additional academic instruction to students in order to achieve the outcomes set forth by ConVal Recovery Plan. Tutoring services shall include;

- regularly scheduled, in-person structured sessions in which individual or group instruction occurs.
- instruction based on goals derived from School Principals and Educators.
- plans that have been developed with ConVal School staff.
- assessments to determine if participants are making progress with academic skills.

Students may participate in 3 - 5 sessions of individual or group tutoring per week. Group sizes will not exceed 4 students to 1 tutor.

The Director of Learning Recovery will provide overall direction to the Tutors. Tutors will be expected to attend occasional meetings with staff, which may include meeting with other Tutors who are delivering services, to provide input and feedback that is needed to continually improve the services provided.

It is expected that the Tutors will provide the following with each student during the summer program:

- Complete thorough documentation of all tutoring activities for each participant
- Provide input to ConVal staff pertaining to participant's progress toward achieving goals that have been developed, as well as identification of any barriers or issues that may be encountered through the interaction with the participant(s)

Tutoring will be tailored to the needs of the students, as indicated by assessments, observations and skills weaknesses identified by ConVal Teachers or by the Tutor. Services may be delivered at the student's home school.

III. CONTRACT PERIOD

Proposals should be made for a contract beginning on [Month, day, 2021] and concluding on [Month, day, year]. The parties, by mutual consent, may also renew any resulting service agreement, subject to the same terms, conditions, favorable prices, and mutual agreement between Vendor and the district. **The district is not obligated to renew any service agreement for additional terms.**

IV. SUBMITTAL REQUIREMENTS

The Vendor's proposal shall meet the submittal requirements set forth below as well as the requirements set forth in Parts VI and the forms required in Part VII.

1. A cover sheet listing Proposer's name, address, phone number and e-mail address, along with the signature of an individual with proper authority to bind the Vendor.
2. A narrative section that addresses the following topics:
 - Proposed approach, and overview of methods;
 - General work plan and timetable;
 - Qualifications of firm, including relevant prior experience;
 - Key personnel who will be involved in the project;
and
 - Comprehensive pricing plan.
3. Current resume; for agencies/organizations applying the resume(s) of key personnel who will be delivering tutoring services must be provided.
4. Evidence of Insurance. The Agency shall procure, at its sole expense, and maintain for the entire term of the Agreement, including any extensions, the insurance coverages set forth in the Insurance Requirements of ConVal.
5. All information shall be submitted as required in .
6. Proposals must be typed. Responses must correspond to the numbered items requested above. All proposals must be received by the deadline. **Proposals submitted after the closing time and date will NOT be accepted.** Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of the RFP. Extensive promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance and clarity of content.
7. The proposal and required documents must be returned (either in mail or electronically) to:

Amy Janoch, Director of Learning Recovery
Contoocook Valley School District
Administrative Unit 1
106 Hancock Rd.
Peterborough, NH
e-mail: ajanoch@conval.edu

Proposer's should also submit any questions about this RFP to the email listed above **(No verbal questions will be accepted)**. A signed, submitted proposal constitutes an offer to perform work and/or deliver the services as set forth in this RFP..

8. All costs directly or indirectly related to the preparation of this proposal will be the sole responsibility of the proposer. This RFP does not constitute an offer. Acceptance of a proposal does not commit ConVal to award a contract.
9. The ConVal School Board reserves the right to reject any and all proposals and to

waive any informalities or irregularities if it is deemed in the best interest of the ConVal School District to do so. The award of a contract is based on available funding.

10. The district reserves the right to award such service contracts as may appear advantageous to the district, and to waive all formalities in the procurement process. Written notice of award mailed or otherwise furnished to the successful Vendor(s) results in a binding contract without further action by either party; however, the district reserves the right to tender its own contract for services.
11. The district reserves the right to select any offer it deems the best value, regardless of price.
12. The district may accept multiple offers for the same services.
13. ConVal may choose to conduct interviews prior to final vendor selection.
14. A written notice will be sent to all vendors submitting a proposal informing them of the selection or rejection of their proposal.

V. Evaluation Criteria

Proposals will be evaluated on criteria deemed to be in the district's best interest, to include but not be limited to:

- Ability to meet specifications.
- Pricing.
- Responsiveness to RFP terms and conditions.
- References.
- Experience.
- Personnel qualifications.
- Vendor's past relationship, if any, with the district.
- The reputation of the vendor and of the vendor's goods and services.
- The quality of the vendor's goods or services.
 - The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses.
 - Vendor's service and delivery capabilities.
- Knowledge of Vendor and employees with regard to Pupil Safety and Violence Prevention Act [RSA 193-F], Safe School Zones Act [RSA 193-D], Student Data Privacy Laws (RSA 189:65 et seq.), Family Education Rights and Privacy Act [FERPA], Restraint and Seclusion Laws [RSA 126-U], Mandatory Reporting under the Child Protection Act [RSA 169-C:29], compliance with the Individuals with Disabilities Education Act [Parts B and C], and Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. Section 701 et seq.], state and federal anti-discrimination laws pertaining to students.
- Any other relevant factor specifically listed in the RFP.

The district may use district staff, independent evaluators or a combination of both, to evaluate Proposals.

After evaluation, an award may be made based on the evaluation, without discussion, clarification or modification. The district may enter negotiations with the highest ranked Vendor or Vendors. If the district is unable to reach agreement with the highest ranked Vendor or Vendors, the negotiations will terminate, and negotiations will begin with the next Vendor or Vendors in the order of the ranking until a contract (or contracts) is reached or the district has rejected all Proposals. Any award is conditioned upon the Vendor and district reaching a written contract which is satisfactory to the district.

VI. GENERAL TERMS AND CONDITIONS

1. **Proposal Submission:** Proposals must be submitted using this RFP only, and must be submitted on or before the hour and date specified. Late submittals will not be accepted or reviewed.
2. **Public Record:** All Proposals become the property of the district. Accepted Proposals and any subsequent award will generally be a public record. Proprietary material must be clearly marked as such.
3. **Rejection/Award:** The district reserves the right to reject any and/or all Proposals, to award contracts as may appear advantageous to the district, and to waive all formalities in the procurement process.
4. **Evaluation of Proposals:** Proposal evaluation will be completed based on the information provided by Vendor. It is very important that Vendor provide all required information as part of the Proposal. Failure to provide necessary information and documents could result in the Proposal being rejected.
5. **Applicability:** These conditions are applicable and form a part of the contract documents in each supply and/or service contract and are a part of the terms of each purchase order for items of equipment and/or service included in the specifications and solicitation forms issued herewith.
6. **Supplemental Information:** All supplemental information required by the RFP must be included with the Proposal. Failure to provide complete and accurate information may disqualify Vendor from consideration.
7. **Proposal Errors:** Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of proposal is allowed based on proof of mechanical error; however, Vendor may be removed from consideration or from any approved vendor list.
8. **Changes to Proposal:** The district reserves the right to negotiate changes in a Proposal by any Vendor, and to reject any or all Proposals.
9. **Use of Brand Names:** The use of brand and manufacturer's names is for the purpose of brevity in establishing type and quality of merchandise and is not restrictive. Manufacturer, trade, and/or brand name must be indicated for each article and, when omitted, the district will consider bid to be as specified. Illustrations and complete description must be included with the Proposal if bidding other than specified.
10. **Undue Influence:** In order to ensure the integrity of the selection process, Vendor's officers, employees, agents, or other representatives shall not lobby or attempt to influence a recommendation related to Vendor's Proposal, directly or indirectly, through any contact with the district board members or other school officials from the date this RFP is released until the award of a contract by the district. By signing this Proposal, Vendor affirms that Vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any district representative in connection with the Proposal submitted.
11. **Gratuities:** The district may, by written notice to Vendor, cancel any service agreement without liability to district if it is determined by the district that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by Vendor, or any agent or representative of Vendor, to any officer or employee of the district with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performing of such a contract. In the event this agreement is cancelled by the district pursuant to this provision, the district shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Vendor in providing such gratuities.
12. **Payment Terms:** Payment terms shall be based on School Board meeting schedule which is generally the [] and [week day] of each month.
13. **Independent Contractor:** The parties intend that Vendor, in performing the specified services, will act as an independent contractor and that nothing herein shall be construed as creating the relationship of employer or employee between the district and Vendor or

between the district and Vendor's employees. Vendor will, subject to meeting its contractual obligations to the district, be free to contract for similar services to be performed for other entities while Vendor is under contract with the district. Vendor is not to be considered an agent or employee of the district and is not entitled to participate in any pension plans, bonus, or similar benefits that the district provides to its employees. The district and Vendor agree that Vendor and/or its employees are not covered under any district insurance policy, including but not limited to the district's liability, property and casualty, or workers' compensation insurance policies. The district shall not deduct federal income taxes, FICA (Social Security), or any other taxes required to be deducted by any employer, as this is the responsibility of Vendor.

14. **Fund Availability:** This agreement is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the district's Board or otherwise not made available to the district.
15. **Changes:** This agreement may not be modified, altered, or changed except by mutual written agreement between the parties.
16. **Indemnity:** Vendor shall indemnify and defend the district and its School Board, officers, employees, volunteers and agents from all suits, actions, losses, damages, claims, or liability of any character, type or description, including but not limited to all expenses of litigation, court cost, penalties, and attorneys' fees that the district incurs defending any action, suit, or claim from any source whatsoever and any kind or nature arising directly or indirectly on the part of Vendor, its agents, servants, contractors, and suppliers, in performance of this agreement, so long as the sole negligence of the district is not the cause of the loss, claim, damage, expense, or cost. The district shall be entitled to select its own legal counsel, the costs of which shall be borne by Vendor.
17. **Insurance:** During the term of the Contract and any extension, Vendor shall maintain, at its sole expense the following insurance:
 - (A) general liability coverage with limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate, and Vendor's general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth in the Contract. The Vendor's general liability policy must include coverage or an endorsement for coverage of sexual abuse or molestation;
 - (B) professional liability or errors and omissions (E&O) coverage with limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate; and
 - (C) [for Vendor/company who has any non-owner employees] workers' compensation coverage meeting State of New Hampshire required limits and providing employer's liability coverage. At time of submission of Proposal and upon the District's reasonable request thereafter, Vendor must furnish a certificate of insurance and related endorsements demonstrating it carries the insurance coverage described above. The certificate of insurance must indicate the District and its school board, officials, agents, volunteers and employees are named as an additional insured on a primary and noncontributory basis. If Vendor's general liability policy requires an endorsement to effectuate additional insured status and coverage of sexual abuse and molestation, then Vendor must provide the endorsement at the time of submission of Proposal and upon the District's reasonable request thereafter.
18. **Termination.** Any resulting contract may be terminated by the district at any time with or without cause and without penalty to the district. In the event of termination by the district prior to completion of the contract, compensation shall be prorated on the services performed, and Vendor shall only be entitled to receive compensation for satisfactory work completed up to the date of termination.
19. **Unsatisfactory Performance by Vendor Staff:** If any person employed by Vendor fails or refuses to carry out the services contemplated in this agreement or is, in the opinion of

the district's designated representative(s), incompetent, unfaithful, intemperate, or disorderly, or uses threatening or abusive language to student, parent, or representative, or if otherwise unsatisfactory, he or she shall be removed from the work under this agreement immediately and shall not again provide services to the district.

20. **Criminal Background Check:** All Vendors who have a contract for services with continuing duties related to the contract and have direct contact with students must follow the district's criminal background check process prior to performing services for district. The cost of the review shall be paid by Vendor. Covered employees with disqualifying criminal histories are prohibited from providing services to the district. Any person or persons not acceptable to the district shall be prohibited from working on the contract.
21. **Enforcement:** It is acknowledged and agreed that Vendor's services to the district are unique, which gives Vendor a peculiar value to the district and for the loss of which the district cannot be reasonably and adequately compensated in damages. Accordingly, Vendor acknowledges and agrees that a breach by Vendor of the provisions hereof will cause the district irreparable injury and damage. Vendor therefore expressly agrees that the district shall be entitled to injunctive and/or other equitable relief in any court of competent jurisdiction to prevent or otherwise restrain a breach of this agreement, but only if the district is not in breach of this agreement.
22. **Governmental Immunity:** NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, VENDOR ACKNOWLEDGES, STIPULATES AND AGREES THAT NOTHING IN THIS AGREEMENT SHALL BE CONSTRUED AS A WAIVER OF ANY DEFENSE AVAILABLE TO THE DISTRICT, INCLUDING BUT NOT LIMITED TO ANY STATUTORY OR GOVERNMENTAL IMMUNITY FROM SUIT AND LIABILITY AVAILABLE TO THE DISTRICT UNDER APPLICABLE LAW.
23. **Limitations:** THE PARTIES ARE AWARE THAT THERE ARE CONSTITUTIONAL AND STATUTORY LIMITATIONS ON THE AUTHORITY OF THE DISTRICT (A PUBLIC SCHOOL) TO ENTER INTO CERTAIN TERMS AND CONDITIONS OF THE AGREEMENT, INCLUDING, BUT NOT LIMITED TO, THOSE TERMS AND CONDITIONS RELATING TO LIENS ON THE DISTRICT'S PROPERTY; DISCLAIMERS AND LIMITATIONS OF WARRANTIES; DISCLAIMERS AND LIMITATIONS OF LIABILITY FOR DAMAGES; WAIVERS, DISCLAIMERS AND LIMITATIONS OF LEGAL RIGHTS, REMEDIES, REQUIREMENTS AND PROCESSES; LIMITATIONS OF PERIODS TO BRING LEGAL ACTION; GRANTING CONTROL OF LITIGATION OR SETTLEMENT TO ANOTHER PARTY; LIABILITY FOR ACTS OR OMISSIONS OF THIRD PARTIES; PAYMENT OF ATTORNEYS' FEES; DISPUTE RESOLUTION; INDEMNITIES; AND CONFIDENTIALITY (COLLECTIVELY, THE "LIMITATIONS"), AND TERMS AND CONDITIONS RELATED TO THE LIMITATIONS WILL NOT BE BINDING ON THE DISTRICT EXCEPT TO THE EXTENT AUTHORIZED BY THE LAWS AND CONSTITUTION OF THE STATE OF NEW HAMPSHIRE.
24. **Assignment/Delegation:** No right or interest in this agreement shall be assigned or delegation of any obligation made by Vendor without the written permission of the district. Any attempted assignment or delegation by Vendor shall be wholly void and totally ineffective for all purposes unless made in conformity with this provision.
25. **Waiver:** The waiver by any party of any breach of any term, covenant or condition contained herein shall not be deemed a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition contained herein.
26. **Interpretation of Evidence:** No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in a contract. Acceptance or acquiescence in a course of performance rendered under a contract shall not be relevant to determine the meaning of the contract, even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection.
27. **Applicable Law:** The validity, enforceability and interpretation of any provision of this agreement will be determined and governed by the substantive and procedural laws of the State of New Hampshire.
28. **Record Keeping:** The district, the United States Department of Education, the

Comptroller General of the United States, or any other duly authorized representatives must have access to any books, documents, papers, and records of Vendor that are directly pertinent to a federal program for the purpose of making audits, examinations, excerpts, and transcriptions.

29. **Equal Opportunity:** Vendor shall comply with E.O. 11246—Equal Employment Opportunity, as amended by E.O. 11375—Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60—Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
30. **Debarment and Suspension:** In accordance with Federal Accounting Requirements, Vendor assures district that neither Vendor nor its employees placed at the district have been suspended or barred from doing business with the federal government. Vendor similarly represents that neither Vendor nor its employees have been suspended or barred from doing business with any state government.

PART VII: REQUIRED FORMS

The attachments listed below are required and should be included with the Proposal. **ALL FORMS REQUIRING SIGNATURE MUST BE SIGNED AS INDICATED.**

1. **Attachment A** – Title Page. This form must be completed and included as the cover sheet for Proposals submitted in response to this RFP.
2. **Attachment B** – Vendor Information
3. **Attachment C** – Vendor Certification
4. **Attachment D** – Proof of Insurance or Bonding
5. **Attachment E** – Certification Regarding Drug-Free Workplace
6. **Attachment F** – Conflict of Interest Form
7. **Attachment G** – Debarment or Suspension Certificate
8. **Attachment H** – Breakdown description of Rates
9. **Attachment I** – Follow up questions

Attachment A – Title Page

A Proposal Submitted in Response to
ConVal School District,
Request for Proposals

Submitted By:
(Full Legal Name of Vendor)

On:
(Date of Submission)

Attachment B – Vendor Information

Enter Vendor's name and address below.

1. Vendor Name:
2. Street Address:
3. City, State, and Zip Code:
4. Federal ID# or Social Security Number:

Additional Requirements:

Proposal must include name and Social Security Number of each person with at least 25% ownership of Vendor.

Name: SSN:

Name: SSN:

Name: SSN:

Name: SSN:

Attachment C – Vendor Certification

I, the undersigned, submit this Proposal and have read the specifications, which are a part of this RFP. My signature also certifies that I am authorized to submit this Proposal, sign as a representative for Vendor, and carry out services solicited in this RFP.

Signature of Authorized Agent:

Printed Name and Title of Agent:

Vendor Name:

Address:

Telephone Number:

Fax Number:

Contact Person:

Email Address (if applicable): _____

Web Site Address (if applicable):

**Attachment D – Proof of General Liability,
Professional Liability or Errors and Omissions
Insurance, and Workers’ Compensation Coverage**

Attach Certificates of Insurance and Endorsements

Attachment E – Certification Regarding Drug-Free Workplace

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned Vendor certifies it will provide a drug-free workplace by:

- Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, Vendor’s policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;
- Providing each employee with a copy of Vendor’s policy statement;
 - Notifying the employees through Vendor’s policy statement that as a condition of services to ConVal School District, employees shall abide by the terms of the policy statement and notifying Vendor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
 - Notifying ConVal School District within ten (10) days of Vendor’s receipt of a notice of a conviction of any employee; and,
 - Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Vendor Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment F –Conflict of Interest Form

By signature of this Proposal, Vendor covenants and affirms that:

- No manager, employee or paid consultant of Vendor is a member of the ConVal School District’s School Board or an employee of ConVal School District.
- No manager or paid consultant of Vendor is married to a member of the ConVal School District’s School Board or an employee of ConVal School District.
- No member of the ConVal School District’s School Board or employee of ConVal School District is a manager or paid consultant of Vendor.
- Neither any member of the ConVal School District’s School Board nor any employee of ConVal School District owns or controls more than 10% in Vendor.
- Vendor has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interest.
- Should Vendor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Vendor shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with ConVal School District and shall immediately refund to the district any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by ConVal School District relating to that contract.

Vendor Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment G– Debarment or Suspension Certificate

ConVal School District is prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose owners/members/principals and certain employees are suspended or debarred. Vendor must certify that it and its owners/members/principals are not suspended or debarred under federal law and rule.

By signing and submitting contract and this certificate, Vendor certifies that no suspension or debarment is in place, which would otherwise preclude Vendor or its Owner/Members/Principals or employees from receiving a federally funded contract under applicable federal regulations and federal OMB Circulars.

Vendor Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment H - Breakdown and Description of Rates

Please provide rates for the services you are able to commit to providing.

Position: _____

Proposed Hourly Rate for Direct Services: _____

Proposed Rate for Evaluations: _____

Proposed Rate for Consultations: _____

Proposed Rate for meeting attendance: _____

Proposed Rate for paperwork preparation: _____

Proposed Miscellaneous fees: _____

Vendor Name

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

Attachment I – Follow-up Questions

Do you have a preference for an age/grade of students?

Would you require special consideration for placement in one of our buildings across the district? Is there a building or grade(s) you are not willing to work with?

What special expertise would you/your staff bring to our district?

What other relevant information would you like to share about yourself or your company with the district?

**106 Hancock Road
Peterborough, NH 03458
(603)924-3336
(603)924-6707 (fax)**

**END OF CONVAL SCHOOL DISTRICT RFP
PACKAGE FOR TUTORING SERVICES**