



November 1, 2024

RE: RFP for after-school tutoring and mentoring at Center City Shaw

Attention Interested Parties:

Center City PCS would like to engage an organization that can provide tutoring and mentoring services to approximately 40-50 K-8 students after school on weekdays.

***Background on Center City PCS***

Center City Public Charter Schools, Inc. operates six charter school campuses in the District of Columbia. Each campus serves approximately 225 PreK to 8th-grade students (250 students at capacity). For more information, please visit our website: <https://centercitypcs.org/makerspace>

***Site Information***

Vendor should plan on providing tutoring services at our Shaw campus, located at 711 N ST., NW Washington DC 20001.

***Contract Requirements***

Center City is seeking a tutoring **and** mentoring program to serve students at their Shaw campus.

Tutoring sessions will focus on both math and reading skills. Center City is requesting tutoring and mentoring services for 40-50 students, beginning in November/December 2024 and concluding in June 2025. In these sessions, each tutor will work one-on-one with an assigned student, assisting with homework or supplemental educational materials (provided by the program). The sessions will emphasize both math and reading skills.

Student-tutor pairs will meet twice a week, for 60-minute academic sessions held at Center City Charter School (Shaw) from 3:45 to 4:45 pm on Tuesdays and Thursdays. The program will be responsible for overseeing tutoring sessions, monitoring both student and tutor attendance throughout the year, and sharing data with Center City administrators. Additionally, the program will collaborate with Center City to set and track academic and personal goals for each student, with progress indicators including improved comprehension and grades. The program will also handle student dismissal at the end of each session.

The program will manage the recruitment, interviewing, and training of tutors, who must be at least 18 years old and high school graduates. All tutors will complete necessary background checks before their first session, and at least four training sessions will be held throughout the academic year. Tutors are expected to commit to at least one session per week, ensuring consistent tutoring for students over the year.

Finally, the program will oversee mentoring activities between tutors and students. Ideally, each tutor will engage in at least one monthly mentoring activity with their student. Activities do not have to be academic in nature, and must occur outside of tutoring hours.



***All Vendor Requirements listed above must be met or exceeded or the contractor will not be considered for service.***

***Proposal Requirements***

- 1) Firms or individuals should provide a proposal to address the project listed above.
- 2) Firm or individual should be licensed to work in the District of Columbia.
- 3) A proposal must include the total costs and confirmation that the work can be completed within the schedules identified above.
- 4) Bidders must include at least two references, one of which should be a school.
- 5) Vendor should be willing to engage in a one-time contract with no auto-renewal option.
- 6) Vendor must meet all requirements identified above.

***Proposal Process***

Vendors are encouraged to contact Center City PCS to gather information about our mission, values, and culture. Additionally, contractors are invited to contact Center City PCS to set-up in in-person informational meetings.

All proposals should be addressed to

Kelly Dickens  
Chief Operating Officer  
kdickens@centercitypcs.org

Please submit all proposals by **5:00 p.m. on Tuesday, November 12, 2024**. Center City PCS reserves the right to change the deadline during the process and will communicate the same with all interested parties.

Thank you for considering this request for proposal.