

REQUEST FOR PROPOSAL

HIGH-IMPACT SUMMER TUTORING SERVICES

Newton Public Schools, a K-12 district in Newton, New Jersey, seeks proposals from qualified vendors to provide High-Impact Summer Tutoring services in English Language Arts and Mathematics for students in grades 3-8 as part of the 2026 Summer Learning Academy. This work is funded through the Targeted Summer Supplemental High-Impact Tutoring Grant in the amount of \$67,360 and is intended to support students identified through end-of-year i-Ready and related student performance data.

The district seeks a vendor with demonstrated experience designing and supporting high-dosage tutoring programs in New Jersey public schools, including staff training, implementation support, progress monitoring, and program closeout reporting. The successful vendor must be able to provide services within the grant period and in alignment with district needs, state guidance, and applicable purchasing and grant requirements.

Scope of Services

The selected vendor shall provide technical and programmatic support for a four-week summer tutoring program in ELA and Mathematics for students in grades 3-8. Services shall include, at a minimum, the following:

- Pre-meeting(s) with district leaders to align on program goals, schedules, staffing, meeting cadence, and training customization.
- One full-day in-person training session prior to program launch for district staff supporting the tutoring program.
- Setup, customization, and implementation of training modules and related support materials.
- Technical assistance throughout the program, including rostering, data analysis, progress monitoring, and implementation support.
- At least one onsite observation and check-in meeting with district program leadership during the tutoring cycle.
- A summer closeout meeting and final program review with district leadership.

The vendor's work shall support a tutoring model aligned to high-impact tutoring best practices, including small-group instruction, consistent tutoring groups, data-informed instruction, and support for student growth in reading comprehension and computational reasoning.

Program Expectations

The vendor shall demonstrate the capacity to support a tutoring design that includes the following program elements:

- Tutoring in ELA and Mathematics for students in grades 3-8.
- Tutoring sessions at least three times per week for at least 30 minutes per session.
- Small-group tutoring with a target ratio of approximately 1:3.
- Use of end-of-year and summer diagnostic data to support student grouping, progress monitoring, and instructional planning.
- Alignment to the New Jersey Student Learning Standards and the district's program design.
- Final reporting to the district on implementation and student progress in aggregate and, where applicable, by student group.

Deliverables

The successful vendor shall provide the following deliverables:

- Training agenda and outline for the pre-service summer launch.
- Training materials and modules for district staff.
- Implementation support documents related to scheduling, grouping, rostering, and progress monitoring.
- Onsite observation feedback and leadership check-in documentation.
- Closeout meeting materials and a final summary report of services provided, including program data and implementation findings.

Contract Term

The contract shall begin upon Board approval and execution of required documents and shall terminate no later than August 31, 2026, which is the end of the grant project period. This contract is a hard-stop agreement tied to the grant period only, and no continuation of services beyond August 31, 2026, shall occur unless both parties mutually agree in writing and any such continuation is separately approved in accordance with all applicable Board, purchasing, and funding requirements.

Proposal Requirements

All proposals must include the following:

- Name, address, and contact information of the vendor.
- Narrative describing how the vendor will provide the requested services.
- Proposed timeline for implementation.
- Qualifications and relevant experience supporting similar tutoring or instructional improvement services, preferably in New Jersey public schools.

- Résumés or biographies of key personnel, or a statement that such materials are available upon request.
- At least three references from comparable school district or educational partners.
- Budget and cost breakdown.
- New Jersey Business Registration Certificate.
- W-9 form.
- Proof of liability insurance and workers' compensation insurance.
- Sample contract or agreement, including any terms related to dispute resolution.
- Narrative of any exceptions to the requested services.

Cost Proposal

The district anticipates an award in the approximate amount of \$47,500 under account/function 100-300, Purchased Professional and Technical Services (Instruction), subject to Board approval and final contracting. The proposal should include clear pricing for all required services and any assumptions used in developing the cost proposal.

Submission

Proposals should be submitted electronically to:

Jim Sekelsky, School Business Administrator - jsekelsky@newtonnj.org

Joe Bolen, Supervisor of Personnel & Instruction - jbolen@newtonnj.org

Please indicate "Response to RFP for High-Impact Summer Tutoring Services" in the subject line.

Evaluation

Proposals will be evaluated on the basis of the following factors:

- Relevance and completeness of the proposed scope of services.
- Demonstrated experience with high-impact tutoring, instructional improvement, and school-based implementation support.
- Qualifications of proposed personnel.
- Quality of training, technical assistance, and reporting plan.
- Cost-effectiveness.
- References.

The district reserves the right to reject any or all proposals, to waive minor informalities, and to make an award in the best interest of the Board of Education in accordance with applicable law, Board policy, and purchasing procedures.