

Model RFP Language for High-Dosage/ High Intensity Tutoring Programs

As you continue to create RFP's for innovative tutoring solutions to improve student outcomes in response to lost learning opportunities, Saga Education encourages you to consider the following priorities that can help solicit high quality, comprehensive responses to your requests. We are committed to advancing equity through demonstrated results, our goal is to ensure that all children have the opportunity to benefit from the type of tutoring that yields optimal outcomes. Research confirms this is high-quality, high-dosage tutoring. There will be more than one vendor, and more than one program, that can meet our recommended considerations.

There are 5 major priority areas which are key to program effectiveness and efficacy

Focus Area 1: High Quality Curriculum

- *Aligned rigorous, grade level curriculum that can be consistently utilized in tutoring sessions*
- *Meeting accessibility and support requirements for special student populations, including English learners and students with disabilities*
- *Provision of (or ability for the material to be easily chunked into) 30, 45, or 60-minute tutoring-friendly lesson plans and aligned material*
- *Compatibility with in-person and remote tutoring delivery formats*
- *Provision for flexibility of curriculum, such that the content can be focused and/or adjusted to meet specific LEA needs and align to school and classroom-level instruction*

Area 2: Assessments to determine acceleration of students vs. remediation

Provision of curriculum-based diagnostics and formative assessments that can be used by tutors to individualize student support

Area 3: Tutor Training

Deliver training aligned to principles of high dosage/high impact tutoring and curriculum to support tutors provided by partnering organizations or the LEA:

- *Designing and providing pre-service training that includes, but is not limited to:*
 - *Delivering tutoring sessions using a virtual tutoring platform with embedded curriculum.*
 - *Understanding importance of delivering curriculum with fidelity for high quality results, while flexibly adjusting to align to district scope and sequence and student core coursework*
 - *Understanding how to conduct formative assessments and analyze student data to effectively tailor tutoring sessions and personalize student support*
 - *Building relationships and effectively engaging students, including key practices for both in person and remote environments*
 - *Effectively onboarding students onto session format, technology, and expectations*

- *Understanding how to effectively analyze key student data to drive session planning*
- *Facilitating effective 1-on-1 or small group student instruction*
- *Managing key logistics of sessions (e.g., attendance, logging on, technology usage, etc.)*
- *Understanding tutor-LEA staff relationship and interactions*
- *Understanding and staying compliant with FERPA and student and data privacy protocol*

In service tutor coaching through developing a tutor oversight and coaching system to provide coaching and feedback, model lesson plans, and develop a highly engaged tutoring team

Area 4: Frequency and Timing of Tutoring Sessions

Prioritize selecting tutoring programs that offer high-dosage tutoring (defined as 3-5 sessions per week) and offer tutoring sessions embedded within the school day because research suggests it is more effective.

Area 5: Platform

Establish and maintain an online platform to effectively support in-person or virtual tutoring sessions and perform the following functions:

- *Establishing a system for creating and managing unique user accounts for tutors, key district staff, and students within the platform*
- *Providing ongoing platform maintenance, customer service, and support to ensure effective delivery (If different from curriculum vendor)*
- *Co-deliver aspects of tutor training in collaboration with curriculum provider, to ensure that tutors are sufficiently well-versed in platform functionality to deliver tutoring sessions effectively*
- *Establishing clear protocol, communications, and system safeguards to ensure FERPA and COPPA compliance, protection of student data (particularly any personally identifiable data), student privacy, and safety.*