

NOTICE OF SOLE SOURCE PROCUREMENT

Date: July 31, 2008

Vendor/Contractor: **University Instructors, Inc.**

Contract Amount: \$477,330.00

Description of Services: Tutoring for Algebra Readiness Program

Sole Source Determination: Highly specialized services requiring qualifications and skill sets that could not be found in other tutoring agencies per research performed by the Department of Curriculum and Instruction.

Date of Award: TBD

JUL31'08 PM 3:06 VEPS



VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

*Department of Curriculum and Instruction
Office of Secondary Instructional Services*

MEMORANDUM

TO: Kevin Beardsley, Director
Office of Purchasing Services

FROM: Christine W. Caskey, Assistant Superintendent
Department of Curriculum and Instruction

Rodney J. Burnsworth, Director *RJ?*
Office of Secondary Instructional Services

Emmanuel C. Cenizal, Mathematics Coordinator *ECC/OK*
Office of Secondary Instructional Services

SUBJECT: SOLE SOURCE REQUEST

DATE: July 29, 2008

NAME OF COMPANY: University Instructors, Inc.

REQUISITION #: Contract

TOTAL DOLLAR AMOUNT: \$477,330

Each school year, the Virginia Department of Education (VDOE) grants funding to local education agencies for implementation of an Algebra Readiness Program so that academic support can be provided to students who are in danger of not meeting the graduation requirement calling for the completion of Algebra I. Funds are then provided to each of our secondary schools so that tutoring can be provided at a time that best meets the needs of the students and the school. Since the inception of this program, it has been difficult for most schools to find qualified tutors to provide the services in the manner required by the VDOE. This spring, representatives from each of the high school math departments around the city requested that the Office of Secondary Instructional Services provide a standardized Algebra Readiness Program. As a result of that request and some information provided to the department by the superintendent, we began to research the possibility of providing that service to all secondary schools. We concluded that our best opportunity to meet the needs of our schools was to contract with University Instructors, Inc. Therefore, we are requesting that you grant approval for the Office of Secondary Instructional Services to offer University Instructors, Inc., a sole source contract.

*Approved for sole source. J. Kevin Beardsley
7/31/08*

The research of the services provided by other companies was conducted by phone. The criteria for consideration would include the following items.

- The company must be on the VDOE list of approved vendors.
- The company must serve the local area with programming designed to assist students in grades 6-9.
- The company must have implemented a full service, school-based Algebra Readiness Program so that start up could take place at the beginning of the school year.
- The company must hire tutors with a strong mathematics background using state-approved protocols and handle the payroll.
- The company must have a history of success with other school divisions.

Based on this review, we found no other company able to provide the required services. University Instructors, Inc., has the following qualifications.

- According to Lois Williams, VDOE Algebra Readiness Program Manager, University Instructors, Inc., is the only provider in Virginia that have implemented a full service, school-based Algebra Readiness Program, which includes the Algebra Readiness Diagnostic Test assessment and reporting, and which takes place during the school day or after school. The company has worked with the program for at least four years.
- University Instructors, Inc., is a provider of Supplemental Education Services and is an approved provider under the No Child Left Behind Act by the VDOE.
- It has provided similar services since 1999 and has developed methods and materials to improve achievement based on the Virginia Standards of Learning.
- University Instructors, Inc., has a record of proven results with Hampton, Newport News, Portsmouth, and Richmond public schools.
- The company hires both certified and non-certified personnel with strong backgrounds in mathematics. Complete criminal history checks are conducted by the company. If the school-based program coordinator or the principal is dissatisfied with the work of the employee, they are replaced within 72 hours.
- The company supports the movement of tutors from school to school so that maximum flexibility is provided to the school division.

A matrix with information regarding all the eligible providers is attached for your review. Since this request is time sensitive with the implementation date of the first day of school, we request that you do not put this service out for bid and grant University Instructors, Inc., a sole source contract.

I will be happy to provide any additional information you may need regarding this request. If you have any questions, please contact Joe Burnsworth at 263-1429, or email jburnswo@vbschools.com.

Thank you.

Attachment

VIRGINIA SUPPLEMENTAL EDUCATIONAL
SERVICES (SES) PROVIDERS

ALGEBRA READINESS PROGRAM
TUTORING FOR 2008-2009

Company	Response	Rate Per Hour	Ratio
Babbage Net School	Web-based; students can call toll-free number to speak to "real" person		
Club Z! Inc.	No service in Virginia Beach		
Education Station	Online tutoring for grades 4-8		
Educational Enterprises, Inc.	No knowledge of Algebra Readiness Program; first time in Virginia	\$45-\$60	5:1
Huntington Learning	Have not worked with NCLB and Algebra Readiness		
I CAN Learn Education Systems	Computer based tutoring package on Web site		
Kumon North America, Inc.	Supplemental program – not a tutoring program		
My Tutor 24	Online tutoring; teachers all across U.S. can work 1:1 with voice communication		
One-to-One Virginia Academic Support Program	Web site-based program		
Porter Education and Communications, Inc.	Has not served in Virginia Beach in the past; spoke to and emailed M. Smith who was checking but never responded back		
The Princeton Review	Have not worked in ARDT Program; mostly Test Prep Program	\$125	3:1
The Science Museum of Virginia	Could not contact appropriate person; math is correlated into science lessons (viewed Web site)		
Sylvan Learning Center	Only serves grades 6-8; tutoring is done in center or online		
The Learning Curve, Inc.	Program not currently set up Have not provided services with Virginia ARDT program	\$50	5:1
Total Tutors, LLC	Have not provided services with Virginia ARDT program	\$49	5:1
Tsquared Tutors, LLC		\$35	5:1 max
TutorFind		\$39	5:1