



REQUEST FOR QUOTE (RFQ)

Posted: August 3, 2026

Due Date: August 12, 2026

Options For Youth – Duarte, Inc. (OFY-D) is requesting quotes from qualified vendors to provide on-site math tutoring services for high school students enrolled in our charter school program.

Options For Youth – Duarte, Inc. is a year-round, Workforce Innovation and Opportunity Act blended learning public charter school serving approximately 3,500 students across six geographic regions and 18 school sites throughout the greater Los Angeles County area. Our mission states:

"Our schools create an educational choice for all students. Our staff connects with students to empower and inspire them to achieve their goals and make their dreams a reality."

OFY-D is seeking qualified vendors to provide math tutoring services that support student achievement, course completion, and credit attainment. It is anticipated that services will initially be provided at three school sites: **West Covina, Arleta, and Encino**. OFY-D reserves the right to add or remove school sites based on operational needs.

The Scope of Work is included with this Request for Quote. Vendors may submit a quote for all services described in the Scope of Work or for a portion of the requested services. Quotes should clearly identify the specific services and locations included in the proposal.

This Request for Quote is available on the OFY-D website at <https://ofy-d.org/notices/rfp/>.

Quote Requirements

Quotes shall:

- Be submitted on company letterhead.
- Include a detailed cost proposal for the services being offered.
- Clearly identify the services and locations covered by the quote.
- Include any assumptions, exclusions, or limitations, if applicable.

Vendors are encouraged to include supplemental information that demonstrates their qualifications, including but not limited to:

- Company history and experience
- Statement of qualifications
- References from current or recent clients
- Resumes or qualifications of proposed personnel

- Sample reports or progress monitoring tools
- Alternative pricing structures or fee schedules

Quotes must be submitted by the deadline identified in this Request for Quote to:

Jeff Moreno

Assistant Principal of Instructional Operations

Options For Youth – Duarte, Inc.

jpmoreno@oflschools.org

Following the review of all submitted quotes, OFY-D may request interviews, presentations, or additional information from one or more vendors before making a final selection. OFY-D reserves the right to accept or reject any or all quotes, waive minor irregularities, negotiate pricing or contract terms, and award a contract in the best interest of the school.

It is anticipated that a recommendation for award will be presented to the Options For Youth – Duarte Board of Education, with services expected to commence on or about **October 5, 2026**.

Questions regarding this Request for Quote may be directed to Jeff Moreno using the contact information above.

Options For Youth – Duarte appreciates your interest and looks forward to reviewing your proposal.

Scope of Work

I. Purpose

Options For Youth – Duarte (OFY-D) is seeking qualified vendors to provide on-site high school math tutoring services for students who are credit deficient and working toward high school graduation. The selected vendor will provide individualized academic support that enables students to successfully complete their enrolled mathematics courses while addressing gaps in foundational math skills and improving academic achievement on benchmark assessments.

II. Student Population

The tutoring services will support:

- High school students enrolled in a blended learning/independent study program.
- Students who are credit deficient and working toward graduation.
- Students with varying levels of foundational math skill deficiencies.
- Students enrolled in Algebra I, Geometry, Algebra II, Integrated Math I, Integrated Math II, or Integrated Math III.

III. Scope of Services

The selected vendor shall provide an on-site math tutor who will:

A. Individualized Instruction

1. Provide one-on-one tutoring to students requiring individualized support.
2. Provide small-group instruction with no more than five (5) students per group.
3. Differentiate instruction to meet the academic needs of individual students.
4. Utilize instructional strategies that promote student engagement, confidence, and mathematical understanding.

B. Course Completion Support

1. Assist students in completing coursework for:
 - Algebra I
 - Geometry
 - Algebra II
 - Integrated Math I
 - Integrated Math II
 - Integrated Math III
2. Support students in mastering course standards and successfully earning course credit.
3. Reinforce concepts presented through the school's curriculum and instructional platform.
4. Assist students in preparing for quizzes, tests, benchmark assessments, and other course requirements.

C. Foundational Skill Development

1. Assess students' foundational math skill gaps through benchmark assessment results, ongoing observation, and instructional interactions.
2. Provide targeted remediation in prerequisite math skills necessary for success in high school mathematics.
3. Develop instructional strategies that strengthen computational fluency, number sense, problem-solving, and mathematical reasoning.
4. Utilize benchmark assessment data to identify areas of need and provide targeted instruction designed to improve student performance between benchmark assessment administrations.
5. Monitor student progress and adjust instructional strategies based on student performance and assessment data.

D. Student Support

1. Foster a positive and encouraging learning environment.
2. Motivate students to persist through academic challenges.
3. Encourage the development of independent learning and study skills.
4. Build positive relationships that support student academic success.

IV. Service Schedule

The tutor shall provide services:

- Monday through Thursday
- 9:00 a.m. to 4:00 p.m.
- On-site at Options For Youth – Duarte
- School calendar to be provided upon contract award

The school reserves the right to modify the schedule as necessary to meet student or operational needs.

V. Vendor Qualifications

The vendor shall provide personnel who:

1. Demonstrate expertise in high school mathematics, including Algebra I, Geometry, Algebra II, Integrated Math I, Integrated Math II, and Integrated Math III.
2. Have experience working with at-risk, credit-deficient, or alternative education high school students.
3. Demonstrate the ability to identify and remediate foundational math skill deficiencies using data-informed instructional practices.
4. Demonstrate experience using benchmark assessment data to develop targeted instructional plans and improve student achievement.
5. Possess strong interpersonal, organizational, and communication skills.

VI. Collaboration

The tutor shall:

1. Collaborate with school administrators and instructional staff regarding student progress.
2. Coordinate instructional support with students' assigned teachers, as appropriate.
3. Review benchmark assessment data with school staff, as needed, to identify instructional priorities.
4. Communicate concerns regarding student progress, attendance, or engagement in a timely manner.
5. Participate in meetings with school staff upon request.

VII. Deliverables

The selected vendor shall:

1. Provide consistent on-site tutoring services during scheduled hours.
2. Maintain records of student participation and tutoring sessions.
3. Provide periodic progress updates to designated school staff, including student progress toward course completion and improvement in targeted math skills.
4. Utilize benchmark assessment data to document instructional focus areas and student growth between benchmark assessment periods.
5. Notify school staff of students requiring additional academic intervention.
6. Submit invoices and any required documentation in accordance with the terms of the contract.

VIII. Required Documentation

Prior to the commencement of services, the selected vendor shall provide documentation including, but not limited to:

1. Proof of General Liability Insurance meeting OFY-D's minimum insurance requirements.
2. Proof of Workers' Compensation Insurance, as required by California law.
3. A completed IRS Form W-9.
4. A current business license or other documentation demonstrating authorization to conduct business in the State of California.
5. Three (3) professional references from current or recent clients for whom similar services have been provided.
6. Résumés or qualifications of personnel assigned to provide services under this contract, upon request.

IX. School Safety Requirements

The selected vendor shall ensure that all personnel assigned to provide services comply with all applicable federal, state, and local laws, as well as OFY-D policies governing school safety and campus access.

Prior to providing services, the selected vendor shall ensure that all assigned personnel have:

1. Successfully completed all criminal background and fingerprint clearance requirements applicable to contractors working in California public schools.
2. Complied with all applicable tuberculosis (TB) risk assessment and testing requirements.
3. Completed any additional health, safety, confidentiality, or campus access requirements established by OFY-D.
4. Maintained all required clearances and qualifications throughout the duration of the contract.

The vendor shall immediately notify OFY-D if any assigned personnel become ineligible to provide services on a school campus.

X. School Responsibilities

Options For Youth – Duarte will:

1. Provide appropriate workspace for tutoring services.
2. Schedule students for tutoring sessions.
3. Provide access to the school's mathematics curriculum, instructional platform, and benchmark assessment data, as appropriate.
4. Designate a school administrator to serve as the primary point of contact for the vendor.

List of OFY D Learning Sites:

San Fernando Valley:

9700 Woodman Avenue, A-23, Arleta, CA 91331

17953 Ventura Boulevard, Encino, CA 91316

San Gabriel Valley:

131 N. Azusa Ave, West Covina, CA 91791