



# Napa County

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## Legislation Text

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**TO:** Board of Supervisors  
**FROM:** Anthony Halstead- Director of Library Services and Community Outreach  
**REPORT BY:** Michelle Carreon- Staff Services Analyst  
**SUBJECT:** Professional Services Agreement with Tutor.com

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### RECOMMENDATION

Director of Library Services and Community Outreach requests approval of and authorization for the Chair to sign Agreement No. 230066B with Tutor.com for an annual contract maximum of \$20,000 for the term July 26, 2022 through June 30, 2023 with four (4) automatic annual renewals, to provide educational and career resources to K-12, College, Adult, and Job Seekers.

### EXECUTIVE SUMMARY

On March 31 2022, the Napa County Library conducted a request for proposals (RFP) for a live online tutoring program. The Library received, reviewed and evaluated eight responses based on content and system functionality, tutoring staff requirements, additional services provided (such as online quizzes, test preparation), company background, and cost. Tutor.com was selected by Library staff and recommended for a five year contract.

### FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The funds for the Tutor.com contract are budgeted in the Library General Operations budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Tutor.com provides an extremely beneficial service of homework assistance to patrons.
Is the general fund affected?	No

Future fiscal impact: The Library has chosen to fund and maintain tutoring and homework assistance for patrons' benefits indefinitely. Funds for its maintenance will be budgeted in the Library's General Operations budget annually, and costs will increase slightly over the term of the contract and reflected in the rate sheet.

Consequences if not approved: If this agreement is not approved, the tutor and homework help option will be discontinued for the Napa County Library.

County Strategic Plan pillar addressed: Collaborative and Engaged Community

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Napa County Library released a Request for Proposal on March 31, 2022 for "Live Online Tutoring" to provide homework help to library patrons in grades K-1, college, and adults in continuing education programs. Of the proposals submitted, only two met all the guidelines, and were moved forward to the final evaluation. Tutor.com's evaluation ranked highest overall when content and system functionality, tutoring staff requirements, company background, cost and additional services were scored.

Today's requested action is for the approval of an agreement with Tutor.com with a total contract maximum of \$100,000 for up to five years, to provide tutoring services for Napa County Library patrons.