



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/29/2017

Agenda Placement: 6H

NAPA COUNTY BOARD OF SUPERVISORS

Board Agenda Letter

TO: Board of Supervisors

FROM: Danis Kreimeier - Director
Library

REPORT BY: Carlos Solorio, Management Analyst - 707-253-4825

SUBJECT: Professional Services Agreement with Tutor.com

RECOMMENDATION

Director of Library Services and Community Outreach requests approval of and authorization for the Chair to sign an agreement with Tutor.com for a maximum of \$118,275 for the term August 29, 2017 through June 30, 2022 for the Tutor.com Learning Suite, to provide educational and career resources to K-12, College, and Adult students.

EXECUTIVE SUMMARY

On March 31 2017, the Napa County Library conducted a request for proposals for a live online tutoring program. The Library received, reviewed and evaluated three qualified responses based on content and system functionality, tutoring staff requirements, additional services provided (such as online quizzes, test preparation), company background and history, and cost. Tutor.com was selected by Library staff and recommended for a five year contract.

FISCAL IMPACT

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| 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 Operating budget. |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | Tutor.com provides an extremely beneficial service of homework assistance to |

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| | patrons. |
| Is the general fund affected? | No |
| Future fiscal impact: | The Library has chosen to fund and maintain homework assistance for patrons' benefits indefinitely. Funds for its maintenance will be budgeted in the Library's operating budget annually, and costs could increase annually with the rate of inflation and other market factors. |
| Consequences if not approved: | If this agreement is not approved, the homework help option will be discontinued and the Library will not be able to pay Tutor.com for the provision of services. |
| Additional Information: | |

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, 2017 for "Live Online Tutoring" to provide homework help to library patrons in grades K-1, college, and adults in continuing educations programs. Of the proposals submitted, only three 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 and history, cost and additional services provided were scored.

Today's request by the Director of Library Services and Community Outreach is for the Board approval and execution of a five year contract for unlimited tutoring services.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Carlos Solorio