



DEPARTMENT OF FINANCE  
OSCAR KNOTT, CPP, CPPB, NIGP-CPP, VCO  
PURCHASING DIRECTOR

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

March 6, 2025

Ms. Molly Cavanaugh  
Catapult Learning LLC  
150 Rouse Blvd., Suite 210  
Philadelphia, PA 19112

**RE: Contract #2650A- Tutoring and Extended Day Services**

Dear Ms. Cavanaugh:

The contract the County has with your company to provide **Tutoring and Extended Day Services** for Henrico County Public Schools as needed and requested is due to expire on **June 30, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **July 1, 2025** through **June 30, 2026**.

The County would like to renew this contract at current contract pricing. You may email your response to Angie Woodson at [wool13@henrico.gov](mailto:wool13@henrico.gov). In addition, if you agree to renew, have your insurance agent mail to my attention a current copy of a certificate of insurance. **Be sure the certificate lists the County as additional insured for the contract work.**

Following the receipt of this information, we will then determine whether it is in our best interest to renew the contract or solicit bids. Your cooperation and prompt response will be appreciated.

If you have any questions, please call me at (804) 501-5637 or email me at [Fal51@henrico.gov](mailto:Fal51@henrico.gov).

Sincerely,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Purchasing Manager

EMF/acw

**CONTRACT #2650A- Tutoring and Extended Day Services**

**BUYER NAME:** Eileen Falcone

**Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect. Please check one of the following:**

☐ Yes. Renew the contract for an additional one-year period at current contract pricing.

☒ Yes. Renew the contract for an additional one-year period at new contract pricing.  
(list below or attach new pricing sheet)  
attached new pricing

☐ No. Do not wish to renew the contract. If no, please provide reason below.

Company Name: Catapult Learning, LLC

Date: 03/13/2025

Signature: *Rob Klapper*  
Rob Klapper (Mar 13, 2025 15:18 PDT)

Title: President School Solutions

Telephone#: (215) 592-7000

Email: contracts@fullbloom.org

SCC#: \_\_\_\_\_



## Tab 6 – Pricing/Cost Proposal – Updated

Offerors shall provide an hourly rate per tutor. This shall be all inclusive and no additional fees shall be paid.

Below we have included our proposed pricing model.

Proposed Program Pricing	
<b>Program Length:</b>	Recommended 28 weeks
<b>Session Length:</b>	35 minutes per session
<b>Number of Sessions:</b>	Recommended 3 sessions per week
<b>Number of Students:</b>	<del>Minimum of 280 students</del>
<b>Grades Targeted:</b>	K-12
<b>Curriculum:</b>	<i>AccelerateLiteracy &amp; AccelerateMath for Grades K-8 and AchieveMath HS &amp; AchieveReading HS for Grades 9-12  District Curriculum for subject areas other than Reading/Math such as Science</i>
<b>Student-to-Teacher Ratio:</b>	1:1 through 4:1 (one teacher working with groups of between 1 and 4 students)*
<b>Management:</b>	Includes program setup, program management, program evaluation, quality controls and progress reporting
<b>Training:</b>	Catapult Learning will train our teachers in how to implement our curriculum and program
<b>Tutor Hourly Rate w/ Catapult Learning Curriculum:</b>	<b>\$77.25 per tutor hour**</b>
<b>Tutor Hourly Rate w/ VDOE VLA Approved Curriculum:</b>	<b>\$72.10 per tutor hour** + cost of desired curriculum</b>
<p><i>*Catapult Learning realizes that some schools may desire smaller group size or more individualized services for students. This can be accomplished within the structure of the program we have proposed, if it is with the understanding that fewer students will be served for the same dollar amount.</i></p> <p><i>**Hourly Rate is per scheduled tutor hour. Tutor hours include all hours required to operate the program including but not limited to direct service time with Students, prep time, Parent Conferences and Team Meetings. This hourly rate includes all costs associated to operate the instructional program including but not limited to prep time, student and teacher materials, teacher and classroom supplies, curriculum, technology, progress reporting, and testing costs. The district will not be invoiced separately for additional materials related to the operation of the program. Hourly rate is inclusive of all relevant administrative costs.</i></p>	



#### Proposed Program Pricing

*Catapult Learning's program fees include program set-up, student instruction, program management, program evaluation, quality controls, and progress reporting. Catapult Learning will also provide use of curriculum materials (texts, consumable materials, and manipulatives as appropriate), equipment, data systems, and general supplies.*

*The quoted prices will be honored for 90 days from the date of this proposal. All pricing is dependent upon the specific parameters outlined in this proposal. Any changes made to the program parameters could result in a change in price. The quoted prices will be honored for 90 days from the date of this proposal. All pricing is dependent upon the specific parameters outlined in this proposal. Any changes made to the program parameters could result in a change in price.*



## Tab 8 – Assumptions - Updated

In this tab, offerors shall list any assumptions made when responding to this Request for Proposals.

If services are offered after school, we are stating our assumption that we will be able to recruit the tutors who work at the school during the day. In addition, we made the following assumptions when developing pricing for this proposal.

- Recommended 28 weeks
- ~~Minimum of 280 students~~
- Group size between 1 and 4 students
- Recommended 3, 35-minute sessions per week per group
- Assuming that we can leverage district provided curriculum for subject areas outside of Reading and Math such as Science
- Assuming that we can bill for all tutor hours necessary to operate the program, including but not limited to direct service time with Students, prep time, Parent Conferences and Team Meetings

Our proprietary curriculum is created in-house and exclusively for our programming. It is included in our services and cannot be resold or used by any other vendor. This is provided at a rate of \$77.25 per hour per tutor.

The costs for curriculum programs on the VDOE VLA approved list can vary greatly. We are open to purchasing and supporting other curricula, but the additional costs would need to be added to the hourly rate based on program requirements. If a curriculum other than our proprietary one is chosen, we can reduce the rate to \$72.10 per hour per tutor, with the understanding that the cost of the selected curriculum from the VDOE VLA approved list will be added to this price.







# VA-Henrico Public Schools-Renewal Letter-RSY 25-26

Final Audit Report

2025-03-13

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