

Partnership Expectations Checklist

Purpose: Use the following checklist to ensure partnership expectations are included in the RFP. The inclusion of the expectations will set the foundation for a successful partnership.

- ☐ **Scope of Work:** Specify the services provided to the district, including the number of students, tutor-to-student ratio, the total tutoring hours, the tutoring schedule, and other relevant information.
- ☐ **Payment:** Outline the payment schedule, specific amounts, and the fee calculation method.
- ☐ **Data:** Include provisions for data sharing and privacy. If needed, reference a separate data-sharing agreement.
- ☐ **Intellectual Property:** Define ownership of instructional materials developed or used for tutoring, especially if new materials are created during the partnership.
- ☐ **Termination Clauses:** Specify the conditions under which either party may terminate the agreement and outline any related financial obligations.
- ☐ **District Requirements:** Include a clause requiring the vendor to comply with all district laws and regulations (e.g., fingerprinting for all tutors and student-facing staff).