

STATE TUTORING FUND PROGRAM BUDGET PROPOSAL

Approved providers are required to submit a State Tutoring Fund Budget Proposal prior to the creation of a Purchase Order (PO) and before the Arizona Department of Education can accept and pay invoices.

The State Tutoring Fund Program team will review each budget proposal and reserve the right to request revisions. Budget proposals must reflect realistic service models and be aligned to the proposed scope of work. Inflated or unsupported estimates may be rejected. Budget proposals must be detailed enough to support fiscal monitoring and audit requirements.

According to the solicitation contract, the budget proposal must be based on the hourly rate of sixty dollars an hour (\$60.00) for tutoring services under the contract. The sixty dollars (\$60.00) rate shall be all inclusive. Providers will not be paid for any other expenses, including but not limited to travel. Rate will be per hour without regard to the number of students tutored.

Budget proposals received after the due date of August 15, 2026 will not be considered. If additional funds become available, ADE will notify providers who may submit an additional budget proposal at that time. If providers do not provide proof of tutoring through invoices, the proposed funds will be released.

Responsibilities as Defined in the Scope of Work:

- Provide instruction that is high quality, evidence-based, and specifically designed to increase academic achievement, especially in reading, writing, and/or mathematics.
- Provide content, curriculum, and instructions that are aligned with the Arizona Academic Standards.
- Provide tutors who can work face to face, in person, with students.
- Identify the specific, standard(s) and concept(s) for individual students.
- Ensure that the maximum group size is one (1) tutor to five (5) students, but no less than three (3) students.
- Skills practiced on computers or worksheets must be supported by direct instruction from the tutor.
- Provide tutoring services that are supplemental to the regular school day.
- Meet all applicable state, local, safety, and civil rights laws.
- Provide tutoring services only in a public place such as a student's school.
- Stop tutoring during weekends, holidays, and statewide testing.