

New Hampshire Department of Education
Bureau of Instructional Support
101 Pleasant Street
Concord, New Hampshire 03301

December 21, 2018

REQUEST FOR PROPOSALS

**Comprehensive Support and Improvement (CSI) Schools
Targeted Support and Improvement (TSI) Schools
Technical Assistance**

Deadline for Receipt of Proposals: 4:00pm, Friday, January 11, 2019

Proposal Inquiries: All questions about this Request for Proposals (RFP) should be submitted by e-mail to:

Bridget Pare
[e-mail: Bridget.Pare@doe.nh.gov](mailto:Bridget.Pare@doe.nh.gov)

The deadline for receipt of inquiries is 4:00pm, Friday, January 11, 2019. The NH Department of Education (**Department**) will address inquiries received by the deadline, in writing, if they are determined to be vital to the competitive bidding process, a written response will be sent no later than five (5) working days after the deadline to all who submitted inquiries. In addition, any modifications to the specifications contained in this RFP shall be made only in writing by the NH DOE immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. All questions and responses will be posted on the Department's website (www.education.nh.gov). Verbal agreement or instructions from any other source are not authorized or binding on the State of New Hampshire (**State**).

All advisory committees, individuals and organizations are encouraged to distribute this Request for Proposals (RFP) to any/all qualified individuals/organizations.

Grant Award: The Department expects to award a two (2) year contract effective upon Governor & Council approval to one or more contractors; with an option to renew for two (2) additional fiscal years, if services are determined to be satisfactory and funds are available. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract **shall not exceed the amount of \$500,000.00 for the two year period.**

Purpose and Priorities:

The purpose of this RFP is to seek proposals from qualified individuals or organizations with evidence of school turnaround expertise that will expand the Department's capacity by partnering with LEAs that have identified Comprehensive Support and Improvement (CSI) schools to address the following priorities:

Priority 1: Provide technical assistance in preparing improvement plans based on a comprehensive diagnostic review in at least four domains: (1) leadership; (2) talent development; (3) instructional transformation; and (4) school culture.

Priority 2: Increase the LEA and schools access to knowledge, evidence-based practices, turnaround expertise and resources that support implementation.

Priority 3: Facilitate the engagement of families and communities in improvement conversations and action planning for change and sustainability.

Priority 4: Provide technical assistance in reviewing and using data to guide improvement strategies.

Priority 5: Provide guidance and technical assistance regarding evidence-based practices for personalized learning.

Priority 6: Examine LEA policies and resource allocation processes to make recommendations that will increase operational flexibility for principals to support school turnaround plans in key areas and support sustainability efforts for continuous improvement.

Priority 7: Provide technical assistance through trainings and workshops (statewide/regionally) to Targeted Support and Improvement (TSI) schools with a focus on closing achievement gaps through innovative and personalized learning strategies.

Priority 8: Demonstrate the effectiveness of the project in achieving the **Purposes and Priorities** of this RFP through **1.0 Minimum Requirements** and **2.0 Services to be Provided** including project evaluation, reporting and monitoring.

This partnership will provide greater access to knowledge, including evidence-based practices for personalized learning; access to experts that have a history of known turnaround experience; and access to resources to support implementation of improvement plans. This work will promote progress towards State performance targets, pedagogy in all content areas in order to meet the needs of the whole child, and build LEA and school capacity to achieve equitable student outcomes.

Information for Applicants:**1.0 MINIMUM REQUIREMENTS**

- 1.1. Extensive knowledge of the requirements (state/federal) for Comprehensive School Improvement (CSI) and Targeted School Improvement (TSI).
- 1.2. Expertise in school turnaround and turnaround principles.
- 1.3. Expertise or working knowledge of technical assistance resources aligned to evidence-based practices for improving student achievement and closing achievement gaps.

- 1.4. Skill in assisting districts with understanding the components and/or results of environmental scans, gap analysis, initiative mapping, multi-tiered, personalized instructional models and evidence-based intervention.
- 1.5. Skill in utilizing multiple means of measurement and assessment when evaluating the level of and content of technical assistance to school leadership so as to provide diversity in providing technical assistance.
- 1.6. The ability to work with representatives from State agencies, partner organizations, school districts, the State and national TA Centers/initiatives.
- 1.7. The ability to work independently within established timelines and demonstrate effective organizational skills.
- 1.8. Effective communication skills (oral and written).

2.0 SERVICES TO BE PROVIDED

Upon approval of contract, the successful applicant will be able to:

- 2.1. Conduct an initial planning meeting with the Bureau of Instructional Support.
- 2.2. Develop a comprehensive school improvement plan template for CSI schools.
- 2.3. Conduct a comprehensive systemic review of resources and actions to assist LEAs with multiple schools identified as CSI and/or TSI;
- 2.4. Implement the priorities listed in the **Purpose and Priorities** section.
- 2.5. Implement bi-weekly debriefing and planning calls with the Bureau of Instructional Support.

3.0 REPORTING

The successful individual/organization shall provide the Bureau of Instructional Support reports that detail the progress of the activities provided and the data documenting the results of these activities. One, or more, of the following reports may be required:

- 3.1. **Quarterly Progress Reports:** report detailing the progress and current status of the school to whom the technical assistance activities are being provided: and
- 3.2. **Monthly Report:** invoice and report summarizing the technical assistance provided during the previous month.

4.0 CONFLICTS OF INTEREST

Upon receiving a new technical assistance assignment, the successful applicant will inform the Bureau Administrator of any conflicts of interest (appearance of, or actual) prior to accepting the assignment or while engaged in the assignment.

5.0 COMPENSATION

The total compensation available for time worked and travel **cannot exceed \$500,000.00 for the contract period.**

6.0 TERMS & CONDITIONS

- 6.1 The Department shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.
- 6.2 The Department reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
- 6.3 The Department reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.
- 6.4 If the Department chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. The Department shall then develop a contract for Governor and

- Council approval. The contract shall incorporate, by reference, all provisions of this RFP and the successful bidder's proposal. In preparing a contract with the successful bidder, the Department reserves the right to clarify any terms and conditions contained in the proposal.
- 6.5 Public announcements or news releases pertaining to the award of a contract shall not be made until approved by the Governor and Council.
- 6.6 The Department shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract approved by Governor and Council.
- 6.7 All obligations of the Department, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of State, federal or other funds and in no event shall the Department be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the Department shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.
- 6.8 When delivering services under an approved contract, the contractor shall work under the broad supervision of the Department Contracting Officer for this project.
- 6.9 Unless otherwise deleted or modified by mutual agreement between the Department and the contractor, all general provisions contained within the Form P-37 (see **Attachment A**) shall be incorporated into the contract.
- 6.10 The Department expects to award a contract to the successful bidder. Unless there is a change in the program requirements and/or services to be delivered, the cost for this contract shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP. The maximum contracted cost that will occur shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP.
- The successful bidder will be required to provide the Department with the following information:

- A recent financial statement, and
- A Certificate of Good Standing from the Secretary of State's Office

In addition, the successful bidder will need to submit a Certificate of Authority authorizing the company to do business with the State of New Hampshire, Department of Education at the time the contract is signed.

- 6.11 **"Any information submitted as part of a bid in response to this request for proposal (RFP) (or request for bid (RFP) or request for information (RFI) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP (RFI, or RFB) will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to a request for proposal, bid or information should be kept confidential as financial or proprietary information, you must specifically identify that information in a letter to the agency."**

6.12 Audit

§200.501 Audit Requirements

(a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of Audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only

one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific Audits. A program-specific Audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) *Subrecipients and Contractors.* An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

(g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

(h) *For-profit subrecipient.* Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for Pass-Through Entities.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75887, Dec. 19, 2014]

6.13 Debarment and Suspension

Organization/Individual submitting a proposal will comply with the provision of the US Code of Federal Regulations 34 CFR 364 and the following US Circular if applicable: Office of Management and Budget (OBM) Circular A-110 "Uniform Administrative Non-Profit Organizations.

The bidder/offer or certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. It further agrees by submitting this proposal that it will include

this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offer or/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

6.14 Copyrights

The Department reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Department of Education purposes:

- (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or contract under a grant or subgrant; and
- (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

7.0 LIMITATIONS ON AMOUNT AND CONTRACT PERIOD

The Department expects to award a two year contract effective upon Governor & Council approval to the successful applicant with the option to renew for two additional years. Unless there is a change in the plan requirements and/or services to be delivered, the cost for each individual contract shall not exceed the amount of **\$250,000.00 per year, or a total of \$500,000.00 for the two years.**

8.0 APPLICATION PROCEDURES

8.1 An original and four (4) identical hard copies of a formal proposal must be received at the Department of Education **no later than 4:00pm, Friday, January 11, 2019.** Proposals received after this deadline will not be considered for review. Each application shall include a narrative or other directly relevant material as needed to address the areas described in the **Purposes and Priorities, 1.0 Minimum Requirements** and **2.0 Services to be Provided** of this RFP. The original documents must be submitted unbound and in such a manner as to facilitate photocopying. The maximum number of points that can be awarded for each area during the rating and selection process is shown below:

8.2 For purposes of this RFP, a proposal will include:

- (a) A letter of interest detailing professional and education experience as related to the Minimum Requirements (1.0) and information on how the applicant plans to address the Services to be Provided (2.0);
- (b) Three (3) letters of recommendation that highlight key staff member's skills or abilities to carry out the RFP requirements in sections **Purpose and Priorities and 2.0;**
- (c) Any product that may demonstrate your level of expertise; and
- (d) A detailed management plan describing how the applicant will accomplish the services to be provided, with metrics for measuring critical elements of the plan and an implementation timeline; and
- (e) A comprehensive budget for each year of the contract.

8.3 Each bidder shall submit, along with the formal proposal, a completed/signed "Alternate W-9 Form" (see **Attachment B**).

8.4 Each bidder shall submit, along with the formal proposal, a completed/signed "Cover Page" (see **Attachment C**).

8.5 This documentation will be evaluated to determine if the candidate meets or exceeds the Minimum Requirements (1.0) and has the ability to accomplish the Services to be Provided (2.0).

This evaluation will be based on the candidate's ability to provide evidence of the following criteria:

CATEGORIES	POINTS
<p><u>SIGNIFICANCE OF PROPOSAL:</u> Description of applicant's abilities to meet or exceed the Purposes and Priorities, 1.0 Minimum Requirements and 2.0 Services to be Provided, including a description of work experience and educational background in school turnaround principles, preparing improvement plans based on comprehensive diagnostic reviews, differentiated professional learning, mentoring and support. This will include a review of the letter of interest, letters of recommendation and resumes.</p>	25 pts.
<p><u>QUALITY OF SERVICES TO BE PROVIDED:</u> The applicant's ability to accomplish the Purposes and Priorities and 2.0 Services to be Provided as evidenced through the documentation submitted, including any products that may demonstrate level of expertise and experience.</p> <ul style="list-style-type: none"> • Technical Skill, including, but not limited to, preparation of improvement plans based on comprehensive diagnostic review, engagement of families and communities regarding school turnaround, providing technical assistance through trainings and workshops, report writing, template development, data manipulation and analysis and project evaluation. (15 pts.) • Content knowledge, including but not limited to, State and federal laws, ESSA, CSI/TSI school programs, school improvement planning, providing technical assistance for, as well as, reviewing and using data to guide improvement strategies.(10pts) • Evidence of turnaround principles, diversified technical assistance, a solid understanding of the diversity of subgroups, student growth beyond proficiency levels and multiple means of measurement and assessment, and engagement of families and communities. (25 pts.) 	15 pts. 10pts. 25pts.
<p><u>BUDGET PROPOSAL-</u> The budget will explain how all costs listed in the budget are necessary, reasonable, and allocable to deliver the outcomes specified in the proposal. All expenditures should be clearly connected to an activity related to the Services to be Provided (2.0) and address each year of the contract.</p>	25 pts.
<p>TOTAL PROPOSAL POINTS</p>	100pts.

Please submit an original and four (4) copies of the proposal **by 4:00pm, Friday, January 11, 2019** to:

Bridget Pare
 New Hampshire State Department of Education
 Bureau of Instructional Support
 101 Pleasant Street
 Concord, New Hampshire 03301

9.0 PROPOSAL EVALUATION PROCESS

9.1 Scoring Proposals

Each proposal will be evaluated and considered with regard to the solution and services proposed, qualifications of the vendor and any subcontractors, experience and qualifications of proposed candidates, cost and the total quality of the proposed solution.

Each proposal will be reviewed and rated by an evaluation team. The Department shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the award of the contract(s). All proposals received by the deadline will be evaluated based on the **Services to be Provided** section outlined in this RFP.

If the State, determines to make an award, the State will issue an Intent to Award Notice to a vendor based on these evaluations. Should the State be unable to reach agreement with the selected vendor during contract discussions, the State may then undertake contract discussions with the second preferred vendor and so on. Such discussions may continue at the sole option of the State, until an agreement is reached, or all proposals are rejected.

Any resulting contract from this RFP will be a non-exclusive contract. The State reserves the right, at its discretion, to retain other vendors to provide any of the services or deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total proposal.

10.0 POST SUBMISSION DEADLINE

After the submission deadline, the Department will post, on its website, the number of proposals that it received from vendors.

After the Department's review and selection of a vendor, it will post all vendor names and their rank or score five days prior to submission of the Governor and Council contract packet to the Department of Administrative Services.

A vendor questioning the Department's identification of the selected vendor may request that the Department review its selection process. The request shall be in writing and be submitted to the Department within five (5) business days of the posting of the bid results, rank or score.

The Department has five (5) business days to review the request and issue a written response either affirming its initial selection of a vendor or cancelling the RFP. No hearing shall be held as part of the review. The outcome of the Department's review is not subject to appeal.

Enclosures:

Attachment A: P-37 Contract Form

Attachment B: Alt W-9 Form

Attachment C: Cover Page