

Frank Edelblut
Commissioner of Education
Tel. 603-271-3144



Christine Brennan
Deputy Commissioner
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
01 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

Data Analysis Coaches

RFP Cover Sheet

Name of Agency/Division: Department of Education

Contract Number/Name: RFP 2018-CD Data Analysis Coaches

RFP Purpose:

The NH Department of Education is seeking to retain the services of Data Analysis Coaches to assist in providing professional development and technical support services to NH schools and districts.

Data Analysis Coaches will assist NH schools and districts as they consider ways to analyze and use a variety of data to improve student outcomes. Coaches will build the capacity of school and district teams to collect, analyze, interpret, and use data to more effectively plan, differentiate, and target instruction based on student needs. Coaches will facilitate data meetings, provide guidance, and conduct professional development activities with teachers and school/district leaders as they examine and analyze school, district and state data, conduct root cause analysis and make data driven decisions for school improvement.

Background Information:

On September 18, 2017, the New Hampshire Department of Education (NH DOE) submitted a final ESSA Consolidated State Plan that was based on feedback from hundreds of citizens from the Granite State over the course of a year and a half. The Plan, which was approved in January, 2018, includes an introductory vision for accountability and support, including a future reporting system designed to establish broader community engagement and success in our education system. The Plan outlines a comprehensive accountability system designed to focus on student growth and academic achievement working toward college and career readiness. Further, as intended by the purpose of the Every Student Succeeds Act (ESSA), the plan provides an overview for how the New Hampshire Department of Education (NH DOE) will support some of our most vulnerable students in their educational journey, including English language learners, migrant students and students that are homeless.

The Plan embraces key values of education in New Hampshire and incorporates targets for growth, proficiency, and graduation rate indicators. This work shifts our system from a strictly proficiency model to a model that emphasizes both student proficiency and growth, recognizing that our emphasis will allow each student to achieve proficiency as we keep them on a path of strong academic growth. The Plan creates both State level proficiency goals as well as goals for individual schools and student subgroups within each school. School level targets are included to help raise expectations for schools already starting above average and to contextualize the expectations for schools starting behind other schools in the state.

Special Concerns:

Vendors should include specific information related to proposed services including, and outline of services proposed, the number of schools and/or regions covered by the proposed services*, the budgeted amounts for each proposed service, and a timeline for implementation and delivery of services.

Vendors may partner with another firm to provide parts of the solution; however, the vendor must provide management of the partner and is responsible for all project performance. The vendor is responsible for ensuring that each subcontractor acknowledges and is contractually bound by the staffing plan and other commitments listed in this RFP and the vendor's proposal.

*Multiple contracts may be awarded to support the entire state.

Selection

Vendors will participate in an interview process and present proposals to a review team.

Submitted By:
Caitlin Davis

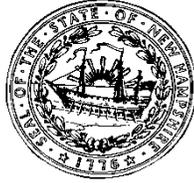
Current Date:
December 13, 2018

Phone:
603.271.3427

Email:
Caitlin.Davis@doe.nh.gov

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New Hampshire Department of Education
Division of Educational Improvement
101 Pleasant Street
Concord, New Hampshire 03301



December 13, 2018

REQUEST FOR PROPOSAL (RFP)

RFP 2018-CD Data Analysis Coaches

Proposals Deadline: 4:00 PM, January 15, 2019

Proposal Inquiries: All questions about this Request for Proposal (RFP) should be submitted by email to:

Caitlin Davis, Director
Division of Education Analytics and Resources
e-mail: caitlin.davis@doe.nh.gov

INTRODUCTION

The Department is seeking Data Analysis Coaches to assist districts and schools in using the data described in the NH Consolidated Plan. Additionally, Data Analysis Coaches will help to establish a vision for the use and analysis of data to guide school improvement, provide supports that foster a data-driven culture, guide district and school personnel in the examination and analysis of data, support the on-going cycle of data driven school improvement.

To provide the required support, Data Analysis Coaches are expected to have the experience required to create successful school improvement partnerships. This experience includes, but is not limited to, education experience, training experience, knowledge of student assessments and student outcomes, an understanding of student growth, success in working with a variety of school district personnel, and outstanding communication skills.

Overview of Services and Qualifications

Data Analysis Coaches will:

- Collaborate with NH DOE staff, school/district leaders, and teachers to create partnerships to embrace the analysis and effective use of data.
- Conduct workshops, webinars, and online and in-person training sessions at the Department of Education and New Hampshire schools to train teachers/administrators in data analysis/interpretation.
- Assist school/district leaders and teachers in using data analytics to drive school improvement.
- Assist districts and schools in the development and training of data teams designed to sustain data informed school improvement practices.
- Lead collaborative data conversations among team members around topics such as, but not limited to, item analysis and the differentiation of instruction.
- Support school/district leaders and teachers in accessing, analyzing, interpreting, and presenting NH DOE iExplore dashboard and iReport accountability data.
- Promote and track training and support activities.
- Maintain student confidentiality and adhere to all New Hampshire and FERPA data privacy guidelines.

In addition to on-site and virtual district and school training, the Data Analysis Coaches may be expected to work or attend meetings at the NH Department of Education in Concord.

Qualifications/Certifications Required:

The successful candidate will demonstrate background knowledge of data, assessment, and accountability.

- Experience in providing district and school level professional development services
- Experience analyzing data from a variety of summative and formative assessments
- Evidence of successful differentiation based on student learning data

- Demonstrated ability to model best practices for differentiation based on data analysis
- Knowledge of New Hampshire State Standards for English Language Arts and Mathematics
- Strong data literacy skills, experience in root cause analysis, and evidenced ability to disaggregate, interpret, and analyze data
- Demonstrated ability to lead and manage small and large groups
- Outstanding communication and group facilitation skills

Data Analysis Coaches will be assigned a user role for state level data systems. Coaches must have the ability to navigate the systems to retrieve and analyze data sets.

Evaluation of Proposals

All proposals will be reviewed and rated by an evaluation team appointed by the Director of the Division of Education Resources and Analytics at the Department of Education. The Division Director will then make the final selection based upon the evaluation team ratings. Each proposal will be rated in accordance with the requirements established in this RFP. The maximum number of points for each of the required elements of a proposal is identified in Bid Procedures above. Additional points will be awarded for elements of added value for the Department that the Contract proposes. 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 awarding of a contract. If the Department chooses to award a contract relative to this RFP, it shall be to the responsive bidder that receives the highest total rating as a result of the proposal evaluation process.

Proposals will be reviewed for completeness and eligibility. Ineligible or significantly incomplete proposals will be rejected. A review panel will evaluate applications according to application requirements. The number of points to be awarded for each of the proposal elements is shown in parentheses. Each proposal shall include:

- a. (zero to 50 points) a concise abstract of the organization or candidate's experiences that explain the background brought to the role of Coach;
- b. (zero to 35 points) a description of the services provided; and
- c. (zero to 15 points) an itemized budget of cost per hour times the number of hours of contracted service to be provided.

The vendor's ability to develop a concise proposal which responds to all of the elements herein will be considered favorably in rating the proposal. Supplementary materials may be included as part of the submittal. These should either explain or expand upon information presented in the formal proposal. All supplementary materials must be clearly identified (e.g., Appendix A, B, etc.) and cross-referenced in the text of the formal proposal.

Qualified vendors may be asked to provide the Department with additional written materials or documentation of qualifications, and may be asked to meet with the proposal evaluation team to discuss their proposal.

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

Notification: It is the Department's intent to act promptly. Following review, the eligible Data Analysis Coach or organization will be contacted by Department of Education staff to discuss any modifications that may be required. Applicants whose proposals are recommended at less than the amount requested may be asked to revise the project budget and/or scope of work.

Contract Overview

The contract period for this RFP will begin upon NH Governor and Executive Council approval, and continue through June 2020.

The continuation and annual renewal of all contracts are subject to continued availability of funds, State and Federal changes, and successful implementation by the vendor.

Contract Award

The State plans to execute a Not to Exceed (NTE) contract as a result of this RFP. If an award is made, it shall be made based upon evaluation of the submitted proposals in accordance with the review process outlined in in this document. The award will be based upon criteria, standards and weighting identified in this RFP.

Individual contracts exceeding \$9,999 require Governor and Council approval.

Limitation on Price

The bidder should present a budget that is reasonable and contains sufficient detail and justification for the services to be provided. The state has limited funds. Hourly rates must be competitive.

All requested expenses must be included in proposal. This includes any reimbursement for travel. Travel to and from the NH DOE cannot be reimbursed.

Non-Exclusive Contract

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.

If a contract is awarded, the vendor must obtain written consent from the State before any public announcement or news release is issued pertaining to any contract award. Such permission, at a minimum, will be dependent upon approval of the contract by Governor and Executive Council of the State of New Hampshire. A contract award is contingent on approval by the Governor and Executive Council.

Contract Term

Time is of the essence in the performance of a vendor's obligations under the contract. The vendor shall be fully prepared to commence work by March 1, 2019 after full execution of the contract by the parties, and the receipt of required governmental approvals, including, but not limited to, the NH Governor and Executive Council approval ("effective date").

The vendor's initial term will begin on the effective date and extend through June 30, 2020. The term may be extended ("extended term") at the sole option of the State, subject to the parties' prior written agreement on applicable fees for the extended term.

The vendor shall not commence work until the vendor is in receipt of the *Notice to Proceed* by the NH DOE.

Contract Negotiations and Vendor Notice

If a vendor is selected, the NH DOE will notify the selected vendor in writing of their selection and the State's desire to enter into contract discussions. Until the State completes discussions with the selected vendor, all submitted proposals remain eligible for selection by the State. In the event contract discussions cannot be completed with the selected vendor, the evaluation team may recommend another vendor.

In accordance with New Hampshire Statutes Chapter 21-I:13-a, no information shall be available to the public, the members of the general court or its staff, notwithstanding the provisions of RSA 91-A:4, concerning specific responses to this RFP, from the time the RFP is made public until the contract is actually awarded, in order to protect the integrity of the public procurement process. This means vendors shall not be notified until after the Governor and Executive Council have approved the resulting contract. No information can be provided to non-selected vendors until after contracts are awarded, at which time non-selected applicants may submit a written request for more information about the reasons for not being selected and recommendations that may make future applications more effective. Such requests are not considered appeals. Once an applicant has submitted a letter, the State will attempt to accommodate such requests within a reasonable time.

Subcontractors

The vendor shall identify all subcontractors to deliver required services subject to the terms and conditions of this RFP.

The vendor shall remain wholly responsible for performance of the entire contract regardless of whether a subcontractor is used. The State will consider the vendor to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from any contract.

SCHEDULE OF EVENTS

The following table provides the Schedule of Events for this RFP through Governor and Executive Council approval and Notice to Proceed.

EVENT	DATE	TIME
RFP released to vendors (on or about)	December 14, 2018	9:00 AM
Vendor inquiry period begins (on or about)	December 15, 2018	12:00 PM
Vendor inquiry period ends (final inquiries due)	January 4, 2019	4:00 PM
Final State responses to vendor inquiries	January 8, 2019	4:00 PM
Final date for proposal submission	January 16, 2019	4:00 PM

Vendor presentations/discussion sessions/interviews, if necessary	On or about January 21, 2019	TBD
Contract negotiations and development	On or about January 28, 2019	N/A
Anticipated Governor and Executive Council approval	February, 2019	TBD

INSTRUCTIONS

To be considered for funding, an original and five identical copies of a formal proposal must be sent or delivered to Melissa Valence, by the deadline specified in this RFP. The proposal must include an original signature of the person authorized by the submitting entity to submit the proposal. Incomplete applications may be returned without review. As an accommodation to our rural state, fax and email transmissions are acceptable; an original hard copy must be mailed simultaneously according to submission timelines.

Proposal Submission, Deadline, and Location Instructions

Proposals submitted in response to this RFP must be received by the Department of Education, no later than January 16, 2019 at 4:00 pm.

Proposals must be addressed to:

**State of New Hampshire
Department of Education
c/o Melissa Valence
101 Pleasant Street
Concord, New Hampshire 03301**

Late submissions will not be accepted and will remain unopened. Delivery of the proposals shall be at the vendor's expense. The time of receipt shall be considered when a proposal has been officially documented by the NH DOE, in accordance with its established policies, as having been received at the location designated above. The State accepts no responsibility for mislabeled mail. Any damage that may occur due to shipping shall be the vendor's responsibility.

Vendors are permitted to submit only one (1) proposal in response to this RFP.

The State reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received. The State also reserves the right to accept any portion of a proposal or all items bid if deemed in the best interest of the State to do so.

All proposals submitted in response to this RFP must consist of:

- a. One (1) original and five (5) clearly identified copies of the proposal, including all required attachments,

The original and all copies shall be bound separately, delivered in sealed containers, and permanently marked as indicated above. A vendor's disclosure or distribution of its proposal other than to the State will be grounds for disqualification.

Proposal Inquiries

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions and any changes to the RFP, shall be emailed, citing the RFP title, RFP number, page, section, and paragraph and submitted to the following RFP State Point of Contact:

Melissa Valence

Email: Melissa.valence@doe.nh.gov

Vendors are encouraged to submit questions via email; however, the State assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. All inquiries should have "NH DOE Data Analysis Coaches" in the subject line.

Inquiries must be received by the RFP State Point of Contact (see above) no later than the conclusion of the *Vendor Inquiry Period* (see *Schedule of Events*). Inquiries received later than the conclusion of the Vendor Inquiry Period shall not be considered properly submitted and may not be considered.

The State intends to issue official responses to properly submitted inquiries on or before the date specified in *Schedule of Events*. However, this date may be subject to change at the State's discretion. The State may consolidate and/or paraphrase questions for sufficiency and clarity. The State may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon the State. Official responses will be made in writing.

Restriction of Contact with State Employees

From the date of release of this RFP until an award is made and announced regarding the selection of a vendor, all communication with personnel employed by or under contract with the State regarding this RFP is forbidden unless first approved by the RFP State Point of Contact listed in Section *Proposal Inquiries*. State employees have been directed not to hold conferences and/or discussions concerning this RFP with any vendor during the selection process, unless otherwise authorized by the RFP State Point of Contact.

Alteration of RFP

The original RFP document is on file with the State of New Hampshire, Department of Administrative Services. Vendors are provided an electronic version of the RFP. Any alteration to this RFP or any file associated with this RFP is prohibited. Any such changes may result in a proposal being rejected.

RFP Addendum

The State reserves the right to amend this RFP at its discretion, prior to the proposal submission deadline. In the event of an addendum to this RFP, the State, at its sole discretion, may extend the proposal submission deadline, as it deems appropriate.

Non-Collusion

The vendor's signature on a proposal submitted in response to this RFP guarantees that the prices, terms and conditions, and services quoted have been established without collusion with other vendors and without effort to preclude the State from obtaining the best possible competitive proposal.

Validity of Proposal

Proposals must be valid for one hundred and eighty (180) days following the deadline for submission of proposals in the *Schedule of Events*, or until the effective date of any resulting contract.

Property of the State

All material received in response to this RFP shall become the property of the State and will not be returned to the vendor. Upon contract award, the State reserves the right to use any information presented in any proposal.

Confidentiality of a Proposal

A proposal must remain confidential until the effective date of any resulting contract as a result of this RFP. A vendor's disclosure or distribution of proposals other than to the State will be grounds for disqualification.

Public Disclosure

Subject to applicable law or regulations, the content of each vendor's proposal shall become public information upon the effective date of any resulting contract.

Any information submitted as part of a response to this request for proposal (RFP) 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 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, and should mark/stamp the materials as such. Marking of the entire proposal or entire sections of the proposal (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, vendor pricing will be subject to disclosure upon approval of the contract by the NH Governor and Executive Council.

Generally, each proposal shall become public information upon the approval of the NH Governor and Executive Council of the resulting contract, as determined by the State, including but not limited to, RSA Chapter 91-A (Right to Know law). The State will endeavor to maintain the confidentiality of portions of the proposal that are clearly and properly marked confidential. If a request is made to the State to view portions of a proposal that the vendor has properly and clearly marked confidential, the State will notify the vendor of the request and of the date and the State plans to release the records. A designation by the vendor of information it believes exempt does not have the effect of making such information exempt. The State will determine the information it believes is properly exempted from disclosure. By submitting a proposal, vendors agree that unless the vendor obtains a court order, at its sole expense, enjoining the release of the requested information, the State may release the requested information on the date specified in the State's notice without any liability to the vendors.

Non-Commitment

Notwithstanding any other provision of this RFP, this RFP does not commit the State to award a contract. The State reserves the right, at its sole discretion, to reject any and all proposals, or any portions thereof, at any time; to cancel this RFP; and to solicit new proposals under a new acquisition process; or cancel this entire RFP or individual components at any time, without penalty.

Proposal Preparation Cost

By submitting a proposal, a vendor agrees that in no event shall the State be either responsible for or held liable for any costs incurred by a vendor in the preparation of or in connection with the proposal, or for work performed prior to the effective date of a resulting contract.

Oral Presentations/Interviews and Discussion

The State reserves the right to require vendors to make oral presentations of their proposals and/or to be available for review committee interviews. All costs associated with oral presentations/interviews shall be borne entirely by the vendor.

Required Contract Terms and Conditions

By submitting a proposal, the vendor agrees that the State of New Hampshire terms and conditions for procurement and contracts form the basis of any contract resulting from this RFP. In the event of any conflict between the State's terms and conditions and any portion of the vendor's proposal, the State's terms and conditions shall take precedence and supersede any and all such conflicting terms and conditions contained in the vendor's proposal.

Terms and Conditions

Unless otherwise deleted or modified by mutual agreement between the State of New Hampshire and the Contractor, all terms and conditions contained on page 2 of Form P-37 (Attachment A) shall be incorporated into the contract.

In creating or adapting documents and communications for the project, the Contractor must utilize at least Microsoft Office 97 for Windows or its Macintosh equivalent, as needed for problem-free transfer, copying, and editing of files between contractor, the NH Department of Education, and other project partners. Prior to the contract closing date, the contractor will provide all necessary computer files to the Department.

Any and all documents produced as a part of this contract become the property of the New Hampshire Department of Education.

The State 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.

The Department reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.

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.

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.

The Department may determine if it is in the best interest of the State to seek a "BEST AND FINAL OFFER" from bidders submitting acceptable and/or potentially acceptable proposals. The "BEST AND FINAL OFFER" would provide a bidder the opportunity to amend or change their original proposal to make it more acceptable to the State. The Department reserves the right whether or not to exercise this option.

Any expectations of support by the Department must be clearly defined by the Contractor.

Public announcements or news releases pertaining to the award of a contract shall not be made without the written permission of the Department of Education.

The State 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.

All obligations of the State, 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 State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State 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.

When delivering services under an approved contract, the Contractor shall work under the broad supervision of the Department Contracting Officer for this project.

The Department expects to award a contract to one or more successful bidders.

Terms and Conditions – for full time Local Education Agency Employees

Full time employees of a school district shall work out a mutual signed agreement with their administration to serve as a Data Analysis Coach.

Tentative Work Schedule

The contracting officer at the Department of Education will work with the successful bidders to prepare a contract for submission to the Governor and Council.

Further Information

See contact information above.

Vendor Service Evaluation

The work of the vendor(s) will be evaluated to ensure the services are effectively completed. The vendor(s) should keep a log of the work performed under the contract and report to the department on a weekly basis. The log should include the schools/districts supported as well as the type of support provided. The vendor should summarize this log and provide projections of additional training needs based upon their contact with schools and districts.