



**NH DEPARTMENT OF EDUCATION
Division of Career Technology and Adult Learning
21 South Fruit Street, Suite 20
Concord, NH 03301**

**REQUEST FOR PROPOSAL
Services Agreement**

Career and Technical Education
SFY 2017 – SFY 2018 July 1, 2017 – August 31, 2018

Date issued: April 24, 2017

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement is a reflection of the Department of Education and refers to, but is not limited to, the provisions of the following laws: Title IV, VI and VII of the Civil Rights Act of 1964-race color, national origin, The Age Discrimination in Employment Act of 1967, The Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 (Title IX)-sex, Section 504 of the Rehabilitation Act of 1973 (Section 504)-disability, The Americans with Disabilities Act of 1990 (ADA)-disability, and NH Law against discrimination (RSA 354-A).

Auxiliary aids and services are available upon request to individuals with disabilities.

REQUEST FOR PROPOSAL

Career and Technical Education (CTE)

Background

The Department of Education is an executive-branch agency of the State of New Hampshire. It is responsible for distributing state and federal monies to local districts to support elementary and secondary public education and providing regulatory direction and technical assistance to the State's elementary and secondary schools. The Career Development Bureau of the New Hampshire Department of Education oversees the provision of Career and Technical Education (CTE) in New Hampshire. Identifying and providing high-quality professional development activities for New Hampshire CTE instructors and administrators is an important activity, supported by the Carl D. Perkins Technical Education Act of 2006, the federal legislation which grants funds to the Career Development Bureau for a variety of specific purposes related to the continual improvement and expansion of CTE programs and courses in the State of New Hampshire.

Purpose and Goals of High Quality Professional Development for CTE

The Carl D. Perkins Vocational and Technical Education Act of 2006 provides an increased focus on the academic achievement of career and technical education students, and strengthens the connections between secondary and postsecondary education. This includes the provision of comprehensive professional development for career and technical educators and administrators that addresses:

- effective teaching skills based on research that includes promising practices;
- effective use of scientifically based research and data to improve instruction;
- is high quality, sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom;
- will help teachers and personnel to improve student achievement;
- ensures that teachers and personnel effectively use applied learning that contributes to the academic and career and technical knowledge of the student;
- includes the adoption and integration of coherent and rigorous content aligned with challenging academic standards and technical coursework;
- provides for the development of valid and reliable assessments of technical skills.
- supports the development of effective strategies to recruit and retain students for CTE programs which are non-traditional by gender.

To these ends, the NH Department of Education, Career Development Bureau seeks to expand its ability to provide New Hampshire CTE educators and administrators with timely, current professional development in areas pertaining to student career and college readiness, state model competencies based on national standards, deep inquiry-based performance assessment, current promising practices in career and technical education, and other areas as determined by needs assessment.

At the heart of CTE is the encouragement of creative and collaborative efforts to affect the changes necessary that will successfully implement this vision. This RFP seeks proposals from agencies or organizations that will work closely with the NH DOE State Director and the Career Development Bureau to identify, plan, provide fiscal management of, and implement such activities as described in this RFP. A specific plan for collaboration with the NH DOE Career Development Bureau and the CTE field will be a significant component of successful responses to this RFP.

In the development of this collaboration, a lead agency must be identified. The lead agency shall receive the funds for the development and implementation of services. Additionally, the lead agency shall be responsible for reporting on the performance measures detailed below. New Hampshire Department of Education, Division of Career Technology and Adult Learning, Career Development Bureau, will only review RFP responses that propose the provision of all services as described in this RFP (identification, planning, fiscal management, implementation and programmatic and fiscal reporting).

While it is understood that the bulk of services will be provided during the academic year, respondents to this proposal may also include in their proposal Summer programming during the summer of 2018 prior to the beginning of the 2018 – 2019 academic year. The summer program must specifically address one or more of the required Services. The optional inclusion of a proposed summer program response to this RFP may be considered as a mutually beneficial way of beginning the collaborative effort with schools to provide promising practices to students and increase student achievement.

New Hampshire Department of Education, Career Development Bureau has \$100,000 dollars available for provision of these services statewide. These funds are to be expended between July 2017 and August 31, 2018.

For the benefit of those responding to the RFP, we have included a map which reflects the state regions for the New Hampshire Career and Technical Education Centers (please refer to Attachment A).

Performance Measures:

The Perkins Act increases accountability and places stronger emphasis on results. In response, The NH DOE Career Development Bureau will require the grantee of this RFP to collect data on the results of professional development programs offered, to support of the following performance indicators:

1. building on the efforts of states and localities to develop challenging academic and technical standards and to assist students in meeting such standards
2. promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction.
3. conducting embedded action research and disseminating information on best practices that improve career and technical education programs, services, and activities;
4. providing technical assistance that promotes leadership, initial preparation, and professional development at the state and local levels; and improves the quality of career and technical education teachers, faculty, administrators, and counselors
5. supporting partnerships among secondary schools and all stakeholders

RFP Announcement

RFP's will be well publicized in the following locations:

1. Invitation – When an RFP announcement is developed by the Department of Education, it includes a list of organizations that will be invited to submit a proposal. The administrator responsible for the proposal will send invitations for the RFP via e-mail to the invitees. NH DOE Career Development Bureau will determine an RFP Invitation Listing for this RFP; this listing will include qualified organizations and industry related newsletters and publications.
2. NH Department of Education website – The RFP has been included in the Department of Education RFP internet listing at: <http://education.nh.gov/rfp/index.htm>
3. Statewide Newspaper

GENERAL PROPOSAL INSTRUCTIONS

Period of Performance

The duration of funding will be up to one year. The project period is July 1, 2017 through June 30, 2018. .

For Further Information and Technical Assistance

Proposal inquiries may be submitted in writing, via email, to
Jeffry.Bead@doe.nh.gov

Jeffry Beard, Ed.D
New Hampshire Department of Education
Career Development Bureau
21 So. Fruit St., Suite #20
Concord, NH 03301

All questions about this Request for Proposal must be submitted in writing or e-mail no later than Thursday May 5, 2017 at 4:00 p.m. to:

A record will be kept of all inquiries, including answers given.

NH DOE will address inquiries received by the deadline, in writing, if they are determined to be vital to the approval process. In addition, any modifications to the specifications contained in this RFP shall be made in writing immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. All questions and responses will be found on the New Hampshire Department of Education website (www.ed.state.nh.us). Verbal agreements or instructions from any other source are not authorized or binding on the State of New Hampshire.

Application Due Date

The completed application (an original and five (5) copies) and also an electronic copy is due on or before 4:00 p.m. on Monday, May 8, 2017 at the address below. Only complete applications received on or before the above date will be considered for review.

Mail to:

Jeffry Beard, Ed.D
New Hampshire Department of Education
Career Development Bureau
21 So. Fruit St., Suite #20
Concord, NH 03301

Send electronically to:

Jeffry.Bead@doe.nh.gov

Receipt of RFP Packet

Once a proposal packet is received by the Department of Education, it will be immediately reviewed for completeness. The Program that the request originated with will review the packet and assign a representative that will:

1. Stamp the packet received and note the date received
2. Agree the number of pages of the packet to the number of pages noted by the provider
3. Do a high level review to agree that the proposal packet is complete.

4. If the packet is complete, the representative from the Department will sign the packet and mark it complete. Then representative will add the proposal to a list of received proposals related to each specific RFP. This list should include:

- A. Provider
- B. Date Proposal was Received
- C. Who Reviewed it for Completeness
- D. Number of Pages
- E. Complete or Incomplete

5. If packet is Incomplete

- A. An additional person within the program will review the packet and agree that it appears incomplete
- B. Both individuals will sign off that the packet is incomplete
- C. The person who completes the initial review will contact the provider and inform them that their proposal appears incomplete
- D. A provider will have 5 business days to submit a complete proposal or their application will be withdrawn from the running
- E. The representative will then add the proposal to the list of proposals and note that it is incomplete

After the deadline for submission has passed, providers will not be contacted until after the contract is awarded, unless the entire review committee has made a joint decision to do so.

Estimated Timeline

April 24, 2017	Release of the RFP
May 5, 2017	Deadline for Submission of written questions pertaining to RFP
May 8, 2017	Posting of responses to DOE website
May 22, 2017	Deadline for receipt of proposals
May 30, 2017	Review of proposals, scoring and funding decisions (Pending Governor and Council Approval)
June 2, 2017	Notification of Grant Award(s)

Terms and Conditions

Proposals must include a statement that the organization submitting the proposal will accept the terms and conditions of the State of New Hampshire's standard Contract Agreement/General Provisions which is available upon request as a "hard copy" or can be e-mailed. Please refer to Attachment for full Terms and Conditions.

Special Provisions

Proposals must include a statement that the organization submitting the proposal will comply with the provisions 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." Contractor/Vendor shall not make any award or permit any award (sub grant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment or Suspension."

Proposal Narrative

Background

The proposal must include all of the required forms, signatures, attachments, and address all elements specified in the RFP. The narrative must be in the order described below and written in a straightforward and concise manner.

Statement of Work

Proposals shall consist of a narrative that demonstrates the applicant's knowledge of the need for this particular body of work, its understanding of the services and activities proposed to alleviate the need and its capabilities to accomplish the expected outcomes of the proposed project design. The narrative proposal shall be typed. Supplementary materials, charts, and exhibits may be included as part of this submittal. All supplementary materials must be clearly identified (i.e., Appendix A, B, etc.) and cross-referenced in the text of the formal proposal. Applicants should be responsive to the purpose of the program and the priorities of the rating criteria section.

Understanding of the Scope of Service

The Proposer must briefly state within their proposal an understanding of the scope of services to be performed and make a positive commitment to perform the work as described in this RFP. The Proposer must also provide the names of the person(s) who will be authorized to make representations for the Proposer, their titles, addresses, and telephone numbers. The Proposer must ensure that the person(s) signing the letter will be authorized to bind the Proposer.

Program Design

Describe the components of your proposed management and implementation of services, implementation timeline, and how they meet the expectations of this grant.

Summary of Proposer's Qualifications

The Proposer must describe the qualifications of their organization. Descriptions should include staff experience, prior experience working with similar projects, geographical area it is capable of servicing, capacity for support of partners in the work and fiscal management.

Provide a summary of the titles, qualifications, and responsibilities of key program staff. Include job descriptions and resumes of all staff as attachments.

The Proposer shall attach three (3) letters of reference from past customers (private and/or public) that speak to the organization's ability to handle the duties noted in this RFP. References for similar work completed for organizations similar to NH DOE will be considered during proposal review.

Insurance

The organization(s) selected through this solicitation must obtain and maintain in force comprehensive general liability insurance against all claims of bodily injury, death, or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

The organization's employees must be covered with workers' compensation insurance. Proof of insurance will be requested at the time of contracting.

Budget and Evaluation

Provide a budget description that briefly describes the assumptions and logic used in arriving at a total for each line item in the budget. This description should include how personnel costs are calculated; the basis used in

estimating costs, and how major cost items relate to the proposed project activities. Also, please note any potential uses of subcontracts.

Describe your proposed evaluation component including those design elements identified in Program Design (above). It will be an expectation that each month a summary report will be provided and at the conclusion of month 6 and month 12, a comprehensive report will be generated by the services provider with evidence of participant success in relation to the performance standards and accountability measures stated above.

RFP Requirements:

Proposals in response to this RFP must demonstrate the capacity of the organization or agency to meet or exceed the requirement to provide the services outlined in this RFP and must address the following elements in sections labels with headings identifying those elements. It is the provider’s responsibility to demonstrate to the Department of Education that they are capable of and qualified to perform the required work in the most cost efficient method. When responding to this RFP, a provider shall include a cover sheet (please refer to Attachment) and the following titled sections in the order listed below:

Section 1 - Operational Capacity

A. Provide a concise, detailed description of the organization or agency, including a statement describing the capabilities of the applicant to meet the requirements of and to deliver the services outlined in this RFP. Include information about experience the organization or agency has with providing the types of services outlined.

Section 2 – Scope and Quality of Services

A. Provide a plan and detailed description of how the applicant would provide the services outlined in this RFP. Include a management plan that lists the individuals who will have responsibilities within the activities included in the proposal. Include the title, qualifications, and duties of those individuals.

B. Key program staff information to include:

- i. Titles
- ii. Qualifications and responsibilities
- iii. Resumes

Section 3 - Budget and Evaluation

A. Provide both a line item budget and a budget narrative that details how the applicant will use funds granted to provide the services described in this RFP. The narrative should briefly describe the assumptions and logic used in arriving at a total for each line item in the budget. This description should include how personnel costs are calculated; the basis used in estimating costs, and how major cost items relate to the proposed project activities. Also, please note any potential uses of subcontracts

B. Describe the plan the applicant will follow to provide interim and final reports on the implementation of services and outcomes of services provided.

Section 4 - Customer References

Additional Information

The receipt of Federal funds obligates recipients to comply with civil rights laws that prohibit discrimination based on race, color, national origin, sex, disability, and age.

RATING CRITERIA

For those applicants that meet the established program participant requirements, the following criteria will be used to determine funding:

- 1. Operational Capacity 20 Points**

- 2. Services Delivery Design 50 Points**

- 3. Budget and Evaluation 20 Points**

- 4. Customer References 10 Points**

Initial Technical Review

All timely proposals received will be reviewed by NHDOE staff to determine if they are responsive and if the proposals are eligible for further consideration. Proposals may be judged nonresponsive and removed from further consideration if the proposal is not received timely in accordance with the terms of this RFP, does not follow the specified format, and is not adequate to form a judgment by the reviewers that the proposal meets the intent of this RFP.

Review by RFP Review Team

An RFP Review Team, appointed by the State Director of Career and Technical Education, will be organized to review and rate proposals. This team will review proposals successfully passing the initial technical review. Proposals will be evaluated using the point system described above. The Team will review and discuss their evaluations of all proposals, combine the individual scores, and arrive at a composite technical score for each proposal. These scores will be used to determine the most advantageous contract awards.

Proposal Acceptance

This RFP does not obligate the New Hampshire Department of Education to award funding. New Hampshire Department of Education reserves the right to accept or reject any or all proposals received. Any funding resulting from this request will be based on the organization's stability and experience related to this RFP, the organization's ability to handle the tasks, and the organization's financial resources and cost.

Notification of Award

Upon conclusion of final negotiations with the successful Proposer, all Proposers will be notified in writing of their status. The final funding decisions will be made no later than June 2, 2017.

The New Hampshire Department of Education reserves the right to split the grant award and to identify services supplied, separately or in collaboration.

Responsibility of Grantee(s)

The grantee(s) shall maintain financial records to support the receipt, accounting for, allocation of, and disbursement of all funds awarded. The monthly invoice will support and document all costs associated with services provided. The grantee(s) will include an example of an invoice and report with the proposal.

The grantee(s) shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, for the benefit of the State the following insurance: comprehensive general liability insurance against all claims of bodily injury, death, or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. In addition, the contractor(s) must have workers compensation insurance coverage.

The State of New Hampshire, Department of Education, Division of Career Technology and Adult Learning reserves the right to reject any and all proposals.