

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

**October 16, 2018**

## **REQUEST FOR PROPOSALS**

**RFP #BOIS-2018-1**

### **New Hampshire Building State and Local Capacity to Improve Results in Mathematics: Moving the Needle in Mathematical Education**

Deadline for Receipt of Proposals: 4:00pm, Monday, November 19, 2018

Proposal Inquiries: All questions about this Request for Proposals (RFP) should be submitted in writing by e-mail or fax (include your fax number) to:

New Hampshire Department of Education  
Bureau of Instructional Support  
101 Pleasant Street  
Concord, New Hampshire 03301  
Fax: (603) 271-0054  
E-mail: [Tamara.Feener@doe.nh.gov](mailto:Tamara.Feener@doe.nh.gov)

The deadline for receipt of inquiries is 4:00pm, Monday, November 5, 2018. The New Hampshire 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 Department 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 New Hampshire Department of Education website ([www.education.nh.gov](http://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 are encouraged to distribute this Request for Proposals (RFP) to any/all qualified individuals/organizations.

Any information submitted as part of a bid in 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.

**Grant Award:** The Department expects to award a one (1) year contract effective December 5, 2018, or upon Governor & Council approval, whichever is later, to the successful applicant. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed \$250,000 for the one year contract. Based on performance and identified ongoing need, the Department reserves the right to renew the contract for an additional two years.

**Grant Funding Source:** *This project is 100% funded by Title II, Part A – Supporting Effective Instruction State Grants (CFDA Number 84.367) provided by the U.S. Department of Education.*

## **PURPOSE:**

- The purpose of this RFP is to seek proposals from individuals, agencies, or organizations (hereafter referred to as applicant(s)) to work in conjunction with the NH Department of Education, Bureau of Instructional Support to build strong foundational State and local capacity to implement evidence-based mathematical practices. We are seeking applicants that can:
  1. Demonstrate how the implementation will span, support and make connections from grades K-12 in mathematics. This year's (2018-2019) proposal will have a primary focus of students in grades K-3 and the connection of the grades K-3 foundations to grades 4-8.
  2. Provide high quality professional development activities that will help teachers move students from the concrete level of mathematical reasoning to representational (pictorial) level of mathematical reasoning to the abstract level of mathematical reasoning based on their abilities and learning styles.
  3. Provide a component that will build a statewide capacity for sustainability. This component may include a co-teaching or coaching model.

In order to be considered for funding, the applicant's proposal must address the following priorities:

**Priority 1:** The goal of this proposal is to increase the capacity of elementary school educators to provide arithmetic and mathematical instruction using evidence-based practices.

**Priority 2:** Increases in educator capacity will ensure that participating educators master both the knowledge and application of the Standards for Mathematical Practices and the eight Mathematical Teaching Practices in an instructional setting with elementary students.

**Priority 3:** Increases in educator capacity will ensure that participating educators master arithmetic and mathematical learning progressions germane across the learning spectrum from K-12 grade, so that participating educators know the progressions leading into their own instruction and the progressions that will follow their instruction.

**Priority 4:** Increases in educator capacity will ensure that participating educators master multiple means of representing core arithmetic and mathematical learning progressions to help them connect with all learners. This will include knowledge of multiple instructional manipulatives and the use of manipulatives across learning progressions spanning multiple grades.

**1.0 Minimum Requirements:** In order to be considered for funding, the applicant must include evidence of the following minimum requirements. This may include both a written narrative as well as up to three (3) letters of recommendation.

**1.1** Knowledge of the eight Mathematical Teaching Practices.

**1.2** A demonstrated understanding of arithmetic and mathematical instruction using manipulatives across content areas.

**1.3** An approach that accumulates student arithmetic and mathematical capacity using a learning progression approach.

**1.4** Knowledge of the current New Hampshire College and Career Ready Standards for Mathematics.

**1.5** Knowledge of the current New Hampshire state model mathematics competencies for all grades.

**1.6** The ability to work with representatives from State agencies, partner organizations, school districts, teachers and other stakeholders.

**2.0 Services to be Provided:** The applicant will provide the following services annually relative to this Request for Proposal and consistent with the Minimum Requirements by building on the current New Hampshire College and Career Readiness Standards for Mathematics and the current state model competencies for mathematics. Also, to build strong foundational State and local capacity to implement evidence-based mathematical practices that utilizes growth mindset principles.

**2.1** Design, coordinate, and sponsor a New Hampshire Learning Network to train educators to a wide scope of Mathematical Teaching Practices. The Network must build State and local capacity to guiding educational practices that provides flexibility in the ways information is presented, in the ways students respond or demonstrate knowledge and skills, and in the ways students are engaged; and reduces barriers in instruction, provides appropriate accommodations, supports, and challenges, and maintains high achievement expectations for all students, including students with disabilities, students who are limited English proficient or those with accelerated learning needs.

**2.1.1** Supports Personalized Learning that includes increasing educators' base knowledge of mathematics.

**2.1.2** Promote the design and implementation of the integration of evidence -based mathematical methodologies and interventions to ensure success for each learner as they strive to meet rigorous expectations for college and career readiness standards.

**2.2** Demonstrate how the implementation will span, support and make connections from grades K-12 in mathematics.

**2.2.1** Promotes the design and implementation by focusing on students in grades K – 3 for the 2018-2019 year.

**2.2.2** Develop resources that can be disseminated to the New Hampshire Department of Education's educational network.

**2.2.3** Provide professional development training to build capacity of the parent network.

**2.3** Promotes the design and implementation of high quality professional development activities that will help teachers move students from the concrete level of mathematical reasoning to representational (pictorial) level of mathematical reasoning to the abstract level of mathematical reasoning based on their abilities and learning styles.

**2.3.1** Promote and implement the eight Mathematical Teaching Practices, as well as the incorporation of the Standards for Mathematical Practices for students, in order to ensure advancing the confidence and mathematical achievement of the students.

**2.3.2** Demonstrate the effectiveness of the project while increasing the level of consistency in instructional methods and applications.

**2.4** Provide a timeline for each year of the project that includes when goals and objectives will be accomplished, and when all activities will begin and end based on the quality indicators. This timeline must include the activities that will be implemented; the resources that will be used to implement them, and the expected outcome(s) of each activity. All documents used in technical assistance activities must be submitted to the Bureau Administrator prior to dissemination. All documents created shall be the property of the Bureau of Instructional Support.

**2.5** In collaboration with the educators, create and facilitate an evaluation system that monitors the mathematical achievement of their students.

**2.6** In collaboration with the educators, create a qualitative tracking study that monitors the confidence levels of their students.

**2.7** Develop and implement an evaluation plan to determine effectiveness of the project. The evaluation plan should assess whether activities identified in the proposal were accomplished and the impact of the project on building local and State capacity to improve outcomes for results for all students in mathematics, including students with disabilities and students who are limited English proficient or those with accelerated learning needs. The applicant may provide a completed evaluation plan with the application or may provide a work plan for engaging stakeholders, identifying focus questions, establishing short and long term objectives, and assessing the formative and summative impact of the project.

**2.8** Promote the design and implementation of a component that will build a statewide capacity for sustainability. A co-teaching or coaching model may be incorporated into this component.

**3.0 Reporting:** The successful individual(s)/organization shall provide the Bureau of Educational Support with the following:

**3.1 Monthly Reporting:** Reports to be submitted with each invoice requesting payment will outline activities conducted and how the project met 2.0 Services to be provided.

**3.2 Annual Report:** Report detailing the accomplishments and challenges of the project, based on the evaluation of the project, due 30 days prior to the end of each project year. The first report will include strategies for improvement. The final report will include a comprehensive overview of the entire project. The Annual Reports will be posted on the NHDOE website.

**4.0 Conflict of Interest:** The successful individual(s) will inform the Department of any conflicts of interest (appearance of, or actual) prior to accepting the contract or while engaged in the contract, in accordance with CFR 200.320.

## 5.0 Terms and Conditions:

- 5.1 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.
- 5.2 The NHDOE reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
- 5.3 The NHDOE 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
- 5.4 If the NHDOE chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. The NHDOE 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 NHDOE reserves the right to clarify any terms and conditions contained in the proposal.
- 5.5 Public announcements or news releases pertaining to the award of a contract shall not be made until approved by the Governor and Council.
- 5.6 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.
- 5.7 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.
- 5.8 When delivering services under an approved contract, the contractor shall work under the broad supervision of the NHDOE Contracting Officer for this project.
- 5.9 Unless otherwise deleted or modified by mutual agreement between the State and the contractor, all general provisions contained within the Form P-37 shall be incorporated into the contract.
- 5.10 The NHDOE 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.

**5.11 “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.”**

**5.12 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 is 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 Subrecipients 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]

**5.13** *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 their participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

**5.14** *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 purposes:

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

**6.0 Limitations on amount and contract period:** The Department expects to award a one (1) year contract effective December 5, 2018, or upon Governor & Council approval, whichever is later, to the successful applicant. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed \$250,000 for the one year contract. Based on performance and identified ongoing need, the Department reserves the right to renew the contract for an additional two years.

**7.0 Application procedures:** An original and four (4) identical hard copies of a formal proposal must be received at the Department of Education no later than 4:00 pm, November 19, 2018. 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 **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.

**7.1** For purposes of this RFP, a proposal will include:

**7.1.1** A letter of interest detailing professional and education experience as related to the 1.0 Minimum Requirements and 2.0 Services to be Provided;

**7.1.2** Three (3) letters of recommendations;

**7.1.3** Any product that may demonstrate the applicant's level of expertise

**7.2** Proposals will be evaluated to determine if the applicant meets or exceeds the **1.0 Minimum Requirements** and has the ability to accomplish the **2.0 Services to be Provided**. This evaluation will be based on the applicant's ability to provide evidence of the following ~~areas~~:

**7.2.1 Significance of Proposal:** Description of applicant's capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type, to include references as applicable. Please identify the specific subsections of 1.0 as they are addressed (see 1.0 Minimum Requirements) (**10 points**);

**7.2.2 Quality of Services:** Describe how you will accomplish the **Services to be Provided**, including activities and strategies that will achieve the purpose of this Request for Proposals. Please identify the subsection(s) of the **Services to be Provided** as you address them in your narrative.

**7.2.2.1** (Section 2.1) Provide a detailed explanation of how you will address the core services of the proposal (**10 points**);

**7.2.2.2** (Section 2.2-2.3) Local Capacity Building System. Provide a detailed explanation of how you will accomplish each of these subsections to develop and implement a local capacity building system (**30 points**);

**7.2.2.3** (Section 2.7) Evaluation Plan. Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact (**15 points**)

**7.2.3 Management Plan:** Provide a work plan that includes a timeline, persons responsible and milestones or benchmarks in accordance with the activities to carry out **Services to be Provided** (**15 points**);

**7.2.4 Personnel and Partners:** Provide a listing of the individuals who will have responsibilities within this proposed project, their titles, qualifications and duties, and the amount of time each will devote to the project. Identify key partners, describe their anticipated participation and provide documentation of their commitment (**10 points**);

**7.2.5 Adequacy of Resources:** Provide a detailed budget, including budget notes/justification, which clearly explains the relationship between proposed activities and expenditures. Indirect costs may not exceed 8%. (**10 points**)

**7.3** In order to provide bidders with the opportunity to present a comprehensive response to this RFP, no page limit has been established. Applicants are reminded that successful applications are typically clear, concise, and well organized. It is strongly recommended that applications be organized around the elements listed in subsection 2.0 and further addressed in the information packet. Supplementary materials may be submitted as part of the application, however, these should be limited to items that substantively explain or expand upon information presented in the basic application. All supplementary materials should be referenced with the basic application. An original and four (4) identical hard copy sets of any supplementary material should be submitted.

**7.4** Qualified applicants may be asked to provide the Department with additional written materials or documentation of qualifications, and may be asked to meet with Department Administrators or their designee to discuss their proposal.

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

**7.6** An original and four (4) identical copies of a formal proposal shall be submitted by 4:00 pm, Monday, November 19, 2018:

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

## **8.0 Evaluation of Proposals:**

All proposals 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 Bid Procedures outlined in this RFP.

The Department reserves the right to interview applicants with the highest average scores for their proposal, but the Department shall be under no obligation to interview applicants. If the Department conducts an interview, it will be done so by a team who will develop structured questions and scoring criteria that will clarify the applicant's ability to fulfill this RFP.

If the Department chooses to award a contract relative to this RFP, it shall be to the responsive and responsible bidder that receives the highest total rating as a result of the proposal evaluation and/or interview process.

Upon conclusion of final negotiations with the successful bidder, all bidders will be notified, in writing, of their status, upon final approval of a contract by Governor & Council.

## **9.0 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: Cover Page