

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

May 4, 2017

REQUEST FOR PROPOSALS
RFP #SPED-2017-2

New Hampshire Vision Teacher
American Printing House for the Blind
APH Scholar

Deadline for Receipt of Proposals: 4:00pm, Monday, June 5, 2017

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:

Barbara Dauphinais
New Hampshire State Department of Education
101 Pleasant Street
Concord, New Hampshire 03301-3860
Fax: 603-271-1099
e-mail: Barbara.Raymond@doe.nh.gov

The deadline for receipt of inquiries is 4:00pm, Monday, May 15, 2017. The Department of Education (Department) will address written inquiries received by the deadline and, 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. In addition, any modifications to the specifications contained in the RFP shall be made, in writing, by the Department immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. 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 two (2) year contract effective July 1, 2017, or upon Governor & Council approval, whichever is later, to one individual contractor. The anticipated cost for the contract is in the amount of \$65.00 per hour, to include in-state travel time for a total of \$20,000.00 for each fiscal year, FY'18 (July 1, 2017-June 30, 2018) and FY'19 (July 1, 2018-June 30, 2019). In addition, there will be \$2,000.00 available for FY'18 and FY'19 for expenses related to attending national conferences, as approved by the NH Department of Education, Bureau of Special Education. 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 \$44,000.00 for the two year period.

Purpose and Priorities:

The purpose of this RFP is to seek proposals for one individual to provide technical assistance, resources and training to school personnel responsible for providing services to New Hampshire students with visual impairments with regards to the American Printing House for the Blind Federal Act to Promote the Education of the Blind, the National Accessible Instructional Materials Standard and the official braille codes transition to Unified English Braille based on the Braille Authority of North America (BANA). The individual will support the New Hampshire Department of Education, Bureau of Special Education to provide information and resources to the New Hampshire Vision Teacher Community of Practice and professional development for all educators regarding the Federal Act to Promote the Education of the Blind; the American Printing House for the Blind Federal Quota Count, the American Printing House for the Blind educational materials, the National Accessible Instructional Materials Standard and the official codes transition to Unified English Braille based on the transition Braille Authority of North America (BANA).

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

Priority 1:

Support the Bureau regarding the Federal Act to Promote the Education of the Blind; the American Printing House for the Blind Federal Quota Count, the American Printing House for the Blind educational materials, resources and trainings and New Hampshire Assessable Educational Materials; National Instructional Materials Access Standard and the National Center for Universal Design for Learning to promote understanding when dealing with the development of source files for textbooks or when developing the best system for the production and delivery of textbooks and instructional materials to students who are blind or print disabled. Resources are found at:

- <https://www.Aph.org>
- <https://www.aem.org>
- <https://www.cast.org>

Priority 2:

Provide **technical assistance** to districts, providing ongoing face-to-face on-site and statewide coaching to teachers, families and teams regarding the official braille codes transition to Unified English Braille based on the Braille Authority of North America (BANA) found at <http://www.brailleauthority.org/ueb.html>

Priority 3:

Coordinate the New Hampshire Vision Teacher Community of Practice, personnel preparation programs and other national organizations such as the National Federation for the Blind; National Accessible Educational Materials; National Instructional Materials Access Standard and the National Instructional Center to promote understanding when dealing with the development of source files for textbooks or when developing the best system for the production and delivery of textbooks and instructional materials to students who are blind or print disabled. Resources can be found:

- http://www.education.nh.gov/instruction/special_ed/nhaim.htm

Priority 4:

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 grant management.

Resources and Information for Applicants:

The Bureau of Special Education is legislatively mandated to provide technical assistance based on the following:

RSA 186-C:3-a III ~ the Department shall provide technical assistance and information to the school districts so that the districts may effectively and efficiently identify, clarify and address responsibilities under State and federal special education laws. Whenever technical assistance of a specialized nature, beyond that available in the Department, is required, the Department shall assume a leadership role in identifying sources of such assistance in other State agencies, the federal government, volunteer services or the private sector.

34 CFR 300.704 State level activities: for support and direct services, including technical assistance, personnel preparation, and professional development and training.

1.0 MINIMUM REQUIREMENTS

- 1.1 Master's degree in special education with an advanced endorsement as a vision teacher;
- 1.2 Extensive working knowledge of the unique needs of students who are blind or visually impaired;
- 1.3 Extensive working knowledge in the official braille codes transition to Unified English Braille based on the Braille Authority of North America (BANA);
- 1.4 Extensive working knowledge in designing and instructing coursework implementing adult learning and universal design for learning practices regarding the education of students who are blind and visually impaired;
- 1.5 Extensive working knowledge of the special education process; vision services; assistive technology, and print disability;
- 1.6 Expertise or working knowledge in the principles of Universal Design for Learning, Personalized Learning, and Competency Based Education for all students including students who are blind and visually impaired;
- 1.7 Expertise or working knowledge of assessment with regards to students who are blind and visually impaired;
- 1.8 The ability to work with representatives from State agencies, partner organizations, school districts, the American Printing House for the Blind; the National Accessible Educational Materials Center and the Center for Applied Specialized Technologies (CAST);
- 1.9 The ability to work independently within established timelines and demonstrate effective organizational skills;
- 1.10 Effective communication skills (oral and written); and
- 1.11 At least five (5) years' experience in public and/or private school special education or a related field.

2.0 SERVICES TO BE PROVIDED

Assignments for technical assistance and data support will be specific to students who are blind and visually impaired, specifically to New Hampshire Accessible Educational Materials (NHAEM). Upon assignment by the Bureau of Special Education Administrator or her designee, the successful individual will be able to:

- 2.1 Assist the Bureau of Special Education with activities designed to coordinate all phases the American Printing House for the Blind Federal Annual Quota and the National Instructional Materials Standard and the New Hampshire Unified English Braille Project;

- 2.2 Provide technical assistance to districts regarding revision of policies, procedures and practices that meet federal and/or State guidelines regarding the education for students who are blind and visually impaired;
- 2.3 Design, schedule and implement presentations assigned for school district personnel, and parent groups as applicable (i.e. New Hampshire Accessible Educational Materials (NHAEM); American Printing House for the Blind (APH) Federal Quota and Materials Dissemination and Training;
- 2.4 Produce, in conjunction with Bureau staff, NHAEM technical assistance documents for statewide dissemination;
- 2.5 Create documents used in technical assistance activities and submit to the Bureau Administrator prior to dissemination. All documents created shall be the property of the Bureau of Special Education;
- 2.6 Participate in national workgroup meetings and conferences related to American Printing House for the Blind and the National Accessible Educational Materials Center;
- 2.7 Participate in Bureau meetings periodically to share information as required; and
- 2.8 Attend other assigned meetings that support the Bureau of Special Education initiatives.

3.0 REPORTING

The successful individual/organization shall provide the Bureau of Special Education reports that detail the technical assistance activities provided and the data documenting the results of these activities. One, or more, of the following reports may be required by the Bureau Administrator:

- 3.1 **Monthly Report:** report summarizing services provided during the previous month.
- 3.2 **Progress Reports:** report detailing the progress and current status of the party to whom technical assistance is being provided; and
- 3.3 **Final Report:** report detailing the status of the party upon completion of the technical assistance activities.

4.0 CONFLICTS OF INTEREST

The successful individual(s) 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 successful applicant will be compensated at \$65.00 per hour, to include travel time, for approximately \$40,000.00 for the contract period. In addition, up to \$,000.00 will be available for expenses related to participation in national workgroup meetings and conferences related to American Printing House for the Blind and the National Accessible Educational Materials Center, as assigned by the Bureau of Special Education.

6.0 TERMS AND CONDITIONS

- 6.1 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.
- 6.2 The NHDOE reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
- 6.3 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 contract.
- 6.4 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.
- 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 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.
- 6.7 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.
- 6.8 When delivering services under an approved contract, the contractor shall work under the broad supervision of the NHDOE Contracting Officer for this project.
- 6.9 Unless otherwise deleted or modified by mutual agreement between the State and the contractor, all general provisions contained within the Form P-37 (see **Attachment A**) shall be incorporated into the contract.
- 6.10 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 Existence 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 (OMB) 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.

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 July 1, 2017, 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 the amount of \$22,000.00 per fiscal year for a total of \$44,000.00 for the two year contract.

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, Monday, June 5, 2017. 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.

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

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

8.2.2 Three (3) letters of recommendation;

8.2.3 Any product that may demonstrate the applicant's level of expertise; and

8.2.4 A current resume

8.3 Proposals will be evaluated to determine if the candidate meets or exceeds **1.0 Minimum Requirements** and has the ability to accomplish **2.0 Services to be Provided** to evaluate the candidate's ability to provide evidence of the following criteria:

8.3.1 Significance of Proposal – Description of applicant's abilities to meet or exceed the **1.0 Minimum Requirements** including a description of their work experience and educational background in providing technical assistance and support for program improvement in educational settings. This will include a review of the letter of interest, letters of recommendation and resume. (40 pts.)

8.3.2 Quality of Services to be Provided – the applicant's ability to accomplish the Services to be Provided (1.0) as evidenced through the documentation submitted, including any products that may demonstrate applicant's level of expertise and experience.

8.3.2.1 Technical Skill, including, but not limited to, facilitation, collaboration, presentations, report writing, and product development. (30 pts.), and

8.3.2.2 Content Knowledge, including but not limited to State and federal laws, regarding The American Printing House for the Federal Act to Promote the Education of the Blind; the National Accessible Instructional Standard under IDEA; the Unified English Braille System, and other areas of specialized knowledge that supports the accomplishment of the Services to be Provided (30 pts.).

- 8.4 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. Four (4) sets of any supplementary material should be submitted.
- 8.5 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.
- 8.6 Each bidder shall submit, along with the formal proposal, a completed/signed "Alternate W-9 Form" (**see Attachment B**).
- 8.7 Each bidder shall submit, along with the formal proposal, a completed/signed "Cover Page" (**see Attachment C**).
- 8.8 An original and four (4) identical copies of a formal proposal shall be submitted by 4:00pm, Monday, June 5, 2017 to:

Barbara Dauphinais
New Hampshire Department of Education
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301

9.0 EVALUATION OF PROPOSALS

All proposals will be reviewed and rated by an evaluation team appointed by the Commissioner of Education. Each proposal will be rated in accordance with the requirements established in this RFP. The maximum numbers of points for each of the required elements are identified in subsection 9.0 above. 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 contract(s).

The applicants submitting proposals that receive the highest average scores will be selected for an interview. The interview will be conducted 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 contract(s) 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 interview process.

8.0 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