

**Bureau of Student Support  
101 Pleasant Street  
Concord, New Hampshire 03301**

**May 1, 2019**

**REQUEST FOR PROPOSALS  
RFP #SPED-2019-6**

**Statewide Parent Involvement  
and Post School Outcome Surveys**

**Deadline for Receipt of Proposals: 4:00pm, Friday, June 7, 2019**

**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  
Bureau of Student Support  
101 Pleasant Street  
Concord, New Hampshire 03301  
Fax: 603-271-1099  
Email: [Barbara.Dauphinais@doe.nh.gov](mailto:Barbara.Dauphinais@doe.nh.gov)

The deadline for receipt of inquiries is 4:00pm, Wednesday, May 15, 2019. The New Hampshire 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.

**Grant Award:**

The Department expects to award a two (2) year contract effective October 1, 2019 or upon Governor & Council approval, whichever is later, through June 30, 2021, 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 \$100,000.00 annually or a total of \$200,000.00 for the contract period with an additional two (2) year renewal option not exceed \$100,000.00 annually or a total of \$200,000.00 for the contract period based on satisfactory performance.

## Purpose and Priorities

The purpose of this RFP is to provide data for reporting requirements in the New Hampshire Department of Education, Bureau of Student Support, State Performance Plan (SPP)/Annual Performance Report (APR) specifically for FFY19 and FFY20 reporting. This RFP is looking for an individual or an organization to disseminate and collect statewide parent involvement surveys from approximately 35,000 parents of students with disabilities (over the 2-year period) as well as post school outcome surveys from approximately 3,000 special education students (annually) one year after they have exited high school. The recipient will develop and administer both surveys annually, as well as collect and analyze the survey results for reporting under Indicator 8 and Indicator 14 for FFY19 and FFY20.

For more information see the New Hampshire Department of Education, IDEA Part B Special Education State Performance Plan: [https://www.education.nh.gov/instruction/special\\_ed/spp.htm](https://www.education.nh.gov/instruction/special_ed/spp.htm)

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

**Priority 1:** Assist the Department with reporting requirements in the Bureau of Student Support, State Performance Plan (SPP)/Annual Performance Report (APR) specifically for FFY19 and FFY20 reporting.

**Priority 2:** Provide the Bureau of Student Support with a comprehensive multi-tiered level of technical assistance to school and district staff regarding the survey dissemination and administration based on school and district need annually for the Statewide Parent Involvement Survey and for the Post School Outcome Survey.

**Priority 3:** Work with the Department and parent organizations to build the capacity of schools and districts to strengthen family, student, and school partnerships through the implementation of evidence-based and culturally responsive practices, in particular, the Dual Capacity Framework for Family and School Partnerships regarding the Indicator 8 Parent Survey and the Indicator 14 Post School Outcome Survey.

**Priority 4:** Provide a detailed plan for community outreach and social marketing; in particular, the applicant will articulate strategies to leverage resources to increase response rates for both the parent survey and post school outcome survey.

**Priority 5:** 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 Student Support 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

The successful proposal will have:

- 1.1 A working knowledge to provide data and information that supports the Bureau of Student Support State Performance Plan (SPP) on Indicator 8 and Indicator 14.
- 1.2 A working knowledge to provide and implement researched based strategies, nationally supported efforts and other successful models to promote effective survey dissemination plans.
- 1.3 Expertise to develop and implement technical assistance to schools/school districts, students, parents and community groups regarding the dissemination of surveys.
- 1.4 Expertise and extensive working knowledge in survey development, collection, analysis, and reporting including graphic presentations of data.
- 1.5 Expertise and extensive working knowledge in development and implementation of marketing tools and strategies to increase response rates and outcomes.
- 1.6 Expertise or working knowledge to use survey results for development and implementation of improvement strategies to increase response rates and outcomes.
- 1.7 Expertise and working knowledge of the effectiveness of adult learning methods and strategies.
- 1.8 Expertise and working knowledge to utilize real time evaluation and participatory systems, conduct webinars and provide the opportunity for recorded sessions, online conference work.
- 1.9 Expertise and working knowledge in implementing social media marketing as a tool to build the awareness of the effective use of parent and student surveys as a means to improving the results of students with disabilities.
- 1.10 Utilizes input from a diverse group of project partners including, but not limited to, parents, students, school staff, district staff, and staff at the Department of Education and build the capacity of schools and districts to strengthen family, student, and school partnerships through the implementation of evidence-based and culturally responsive practices, in particular, the Dual Capacity Framework for Family and school Partnerships.

## 2.0 SERVICES TO BE PROVIDED Annually FOR THE STATEWIDE PARENT INVOLVEMENT SURVEY WILL BE:

- 2.1 Successful applicants will demonstrate in their proposal how they will provide data for the monitoring of Indicator 8 of the New Hampshire Department of Education (Department), Bureau of Student Support State Performance Plan (SPP):

**Indicator 8:** *Percent of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. (20 U.S.C. 1416(a)(3)(A)).*

- 2.2 Successful applicants will demonstrate in their proposal how they will meet dissemination, marketing and technical assistance requirements necessary to fulfill the project. Successful proposals will:
  - 2.2.1 Work with the Department to develop a timeline of dissemination and technical assistance activities that aligns with the Bureau of Student Support State Performance Plan/Annual Performance report (SPP/APR) reporting requirements.
  - 2.2.2 Disseminate, in conjunction with approximately 178 school districts, up to 35,000 surveys comprised of two forms (over a 2 year period); one survey for ages 3-5 and one for ages 6-21 (exact number to be determined by the approved child count) and include a return response system. This statewide census survey is conducted annually with 2 separate groups of districts to ensure all 35,000 parents are surveyed within the 24 month contract period. This must include postage for dissemination and return of each survey.

- 2.2.3 Provide a multi-tiered level of technical assistance to school and district staff regarding the survey dissemination and administration based on school and district need.
  - 2.2.4 Work with the Department to develop and disseminate public awareness marketing tools and strategies for the Statewide Parent Involvement Survey and SPP Indicator 8 to increase response rate and outcomes.
  - 2.2.5 Provide access to the survey via a variety of methods including cultural responsive tools, world language translators, readers, and sign language to meet the communication mode of the parent and other methods as necessary to address the myriad cultural and other factors that may limit language acquisition to parents and meet the unique worldviews of different people.
  - 2.2.6 Develop and provide access to a secure online version of the two statewide parent involvement surveys and assist school districts in making this survey link easily accessible to parents of children with disabilities on their school/district website or other means of communication with parents.
  - 2.2.7 Conduct an annual evaluation of the survey administration and based on these results make necessary improvements to the survey process.
- 2.3 Successful applicants will demonstrate in their proposal how they will meet data analysis requirements necessary to fulfill the project. Successful proposals will:
- 2.3.1 Receive completed surveys from parents and enter into database that is compatible with Department software.
  - 2.3.2 Aggregate and disaggregate data by requested demographics (e.g. by district, by school, by level, etc.) for both surveys using vendor owned software.
  - 2.3.3 Analyze and compare statewide parent survey data over the past few years to identify best practices and needs to develop and implement improvement activities.
- 2.4 Successful applicants will demonstrate in their proposal how they will meet reporting requirements necessary to fulfill the project. Successful proposals will:
- 2.4.1 Provide the Department, upon request, the back-up data from the Statewide Parent Involvement Survey data collection.
  - 2.4.2 Analyze and submit data required for reporting in the Bureau of Student Support, IDEA PART B State Performance Plan/Annual Performance Report (Specifically FFY2019 and FFY2020).
  - 2.4.3 Provide the Department with district data required for reporting in the Departments District Data Profiles.
  - 2.4.4 Provide the Department survey administration best practices, and needs to develop and implement improvement activities for better response rates and outcome results.
  - 2.4.5 Provide a multi-tiered level of technical assistance to school and district staff regarding the analysis of school/district data based on school and district need.
  - 2.4.6 As requested, provide additional data analysis to the Department to triangulate with other data elements. Utilizes input from a diverse group of project partners including, but not limited to, parents, students, school staff, district staff, and staff at the Department of Education, and build the capacity of schools and districts to strengthen family, student, and school partnerships through the implementation of evidence-based and culturally responsive practices.
  - 2.4.7 Work with the Department, partner organizations, school districts, individuals with disabilities and their families to use longitudinal data to support the development and implementation of improved family/school partnerships through the use of research based practice to increase results on SPP Indicator 8.

- 2.4.8 Provide data in a variety of ways to include, but not be limited to, graphs and charts. Provide data and information to the Department to support the initiatives and efforts to improve results for student with disabilities.
- 2.4.9 Provide the Department with an evaluation plan regarding timelines, outputs along with a final report that includes raw data, graphs, etc.

### **3.0 SERVICES TO BE PROVIDED ANNUALLY FOR POST SCHOOL OUTCOMES SURVEY WILL BE:**

3.1 Successful applicants will demonstrate in their proposal how they will provide data for the monitoring priority indicator of the Bureau of Student Support State Performance Plan (SPP):

**Indicator 14:** *Percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school, and were:*

- A. *Enrolled in higher education within one year of leaving high school;*
- B. *Enrolled in higher education or competitively employed within one year of leaving high school;*
- C. *Enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school. (20 U.S.C. 1416(a)(3)(B))*

3.2 Successful applicants will demonstrate in their proposal how they will meet dissemination, marketing and technical assistance requirements necessary to fulfill the project.

Successful proposals will:

- 3.2.1 Work with the Department to develop a timeline of dissemination and technical assistance activities that aligns with the Bureau of Student Support State Performance Plan/Annual Performance Report (SPP/APR) reporting requirements.
- 3.2.2 Disseminate, in conjunction with approximately 178 school districts, up to 3,000 surveys annually comprised of a cover letter and survey (exact number to be determined by district exited student reports) and include a return response system. This must include postage for dissemination and return of each survey.
- 3.2.3 Provide a multi-tiered level of technical assistance to school and district staff regarding the survey dissemination and administration based on school and district need.
- 3.2.4 Work with the Department to develop and disseminate public awareness marketing tools and strategies for the Post School Outcomes Survey and SPP Indicator 14 to increase response rate and outcomes.
- 3.2.5 Provide access to the survey via a variety of methods including cultural responsive tools, world language translators, readers, and sign language to meet the communication mode of the student and other methods as necessary to address the myriad cultural and other factors that may limit language acquisition to students and meet the unique worldviews of different people.
- 3.2.6 Develop and provide access to an online version of the post school outcomes survey with a link provided in the cover letter sent to exited students as an option for taking the survey.
- 3.2.7 Conduct an annual evaluation of the survey administration and based on these results make necessary improvements to the survey process.

3.3 Successful applicants will demonstrate in their proposal how they will meet data analysis requirements necessary to fulfill the project. Successful proposals will:

- 3.3.1 Receive completed surveys from exited students and enter into database that already contains student demographics that is compatible with Department software.

- 3.3.2 Aggregate and disaggregate data by requested demographics (e.g. by district, by Indicator 14 categories for measurements, etc.) for the post-school outcomes survey using vendor owned software.
  - 3.3.3 Calculate Indicator 14 response results (with tools such as the National Post School Outcomes Center: Indicator 14 Response Calculator) by district to provide required survey representativeness data and analysis of this data for State reporting requirements.
  - 3.3.4 Analyze and compare post-school outcome survey data over the past few years to identify best practices and needs to develop and implement improvement strategies.
- 3.4 Successful applicants will demonstrate in their proposal how they will meet reporting requirements necessary to fulfill the project; Successful proposals will:
- 3.4.1 Provide the Department, upon request, the back-up data from the Post School Outcome Survey data collection.
  - 3.4.2 Analyze and submit data required for reporting in the Bureau of Student Support, IDEA PART B State Performance Plan/Annual Performance Report (Specifically FFY19and FFY20).
  - 3.4.3 Provide the Department with district data required for reporting in the Department District Data Profiles.
  - 3.4.4 Provide the Department with summary of post-school outcomes longitudinal data, survey administration best practices, and needs to develop and implement improvement activities for better response rate and outcome results.
  - 3.4.5 As requested, provide additional data analysis to the Department to triangulate with other data elements.
  - 3.4.6 Work with the Department, partner organizations, school districts, individuals with disabilities and their families to use longitudinal data to support the development and implementation of improvement strategies to increase results on SPP Indicator 14.
  - 3.4.7 Provide data in a variety of ways to include, but not be limited to, graphs and charts.
  - 3.4.8 Provide the Department with an evaluation plan regarding timelines, outputs along with final report that includes raw data, graphs, etc.
- 3.5 Successful applicants will demonstrate in their proposal how they can provide additional supports needed to carry out the Post School Outcomes Survey with the approval from the Bureau of Student Support regarding meeting the requirements of the State Performance Plan FFY 2019-2020. This will be the responsibility of the contractor to fund and manage.

#### **4.0 REPORTING**

The successful individual/organization shall provide the Department 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 of Student Support Administrator:

##### **4.1 Progress Reports:**

Report detailing the progress and current status of the party to whom technical assistance is being provided: and

##### **4.2 Final Report:**

Report detailing the status of the party upon completion of the technical assistance activities.

##### **4.3 Monthly Report:**

Report summarizing services provided during the previous month.

## 5.0 CONFLICTS OF INTEREST

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

## 6.0 TERMS AND CONDITIONS

- 6.1 The Department shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.
- 6.2 The Department reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
- 6.3 The Department reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the Department to issue a contract.
- 6.4 If the Department chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. The Department shall then develop a contract for Governor and Council approval. The contract shall incorporate, by reference, all provisions of this RFP and the successful bidder's proposal. In preparing a contract with the successful bidder, the Department reserves the right to clarify any terms and conditions contained in the proposal.
- 6.5 Public announcements or news releases pertaining to the award of a contract shall not be made until approved by the Governor and Council.
- 6.6 The Department shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract approved by Governor and Council.
- 6.7 All obligations of the Department, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of State, federal or other funds and in no event shall the Department be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the Department shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.
- 6.8 When delivering services under an approved contract, the contractor shall work under the broad supervision of the Department Contracting Officer for this project.
- 6.9 Unless otherwise deleted or modified by mutual agreement between the Department and the contractor, all general provisions contained within the Form P-37 (see **Attachment A**) shall be incorporated into the contract.
- 6.10 The Department expects to award a contract to the successful bidder. Unless there is a change in the program requirements and/or services to be delivered, the cost for this contract shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP. The maximum contracted cost that will occur shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP.  
The successful bidder will be required to provide the Department with the following information:
  - A recent financial statement, and
  - A Certificate of Good Standing from the Secretary of State's OfficeIn 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 (2) year contract effective October 1, 2019 or upon Governor & Council approval, whichever is later, through June 30, 2021, 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 \$100,000.00 annually or a total of \$200,000.00 for the contract period with an additional two (2) year renewal option not exceed \$100,000.00 annually or a total of \$200,000.00 for the contract period based on satisfactory performance.

Funding for the *Statewide Parent Involvement and Post School Outcomes Surveys* is 100% federal funds under State Grant-B, Individuals with Disabilities Education Act, CFDA #82.027.

## 8.0 Application Procedures

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

### 8.1.1 Significance of Project:

Description of bidder's organizational capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a project of this type, to include references as applicable (10 points);

### 8.1.2 Quality of Services:

Describe how you will accomplish the Services to be provided in 1.0, 2.0 and 3.0 of this RFP, including activities and strategies. Also identify roles, responsibilities and partners to be involved for the various activities/strategies (40 points);

### 8.1.3 Management Plan:

Provide a work-plan, timeline, milestones or benchmarks in accordance with the activities to carry out Services to be Provided in 1.0, 2.0 and 3.0 of this RFP (15 points);

#### **8.1.4 Budget:**

A detailed budget and justification(s) related to the bidder's capacity to provide services outlined in sections 1.0, 2.0 and 3.0, Services to Be Provided of this RFP including the contractor's hourly and/or daily compensation rate requirement; postage costs for dissemination and the return of each survey, development and dissemination of marketing tools and strategies, and other applicable costs to support this proposal. Budget and services to be provided must be broken out into the following fiscal year periods covered within the contract period (25 points):

- FY'20 October 1, 2019 – June 30, 2020
- FY'21 July 1, 2020 – June 30, 2021

#### **8.1.5 Evaluation:**

Describe your comprehensive plan for the evaluation of the proposed project activities, effectiveness and impact, including evaluation methods and strategies to be used and collection of data (10 points).

- 8.2 In order to provide bidders with the opportunity to present a response to this RFP which best presents their credentials and approach, no page limit has been established for the proposal. However, the bidder's ability to develop a concise proposal which responds to all of the elements listed in the **Services to be Provided 1.0 and 2.0 and 3.0** will be considered 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.
- 8.3 Qualified bidders 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.
- 8.4 Each bidder shall submit, along with the formal proposal, a completed/signed "Alternative W-9 Form" (**see Attachment B**).
- 8.5 Each bidder shall submit, along with the formal proposal, a completed/signed "Cover Page" (**see Attachment C**).
- 8.6 An original and four (4) identical copies of a formal proposal shall be submitted by 4:00pm, Friday, June 7, 2019 to:

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

## **9.0 EVALUATION OF PROPOSALS**

All proposals will be reviewed and rated by an evaluation team. 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 8.0 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.

## **10.0 Post Submission Deadline**

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

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

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

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

Enclosures:

Attachment A: P-37 Contract Form

Attachment B: Alt W-9 Form

Attachment C: Cover Page