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**Request for Proposals (RFP)**  
**Career and Technical Student Organizations**  
**FY 2019**  
**February 2018**

**Career Development Bureau**

**RFP Due Date: June 1, 2018, 3 P.M. E.S.T**

**Project Period: July 1, 2018 – June 30, 2019**

# New Hampshire Department of Education

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- The Age Discrimination in Employment Act of 1967
- The Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972 (Title IX) – sex
- Section 504 of the Rehabilitation Act of 1973 (Section 504) – disability
- The Americans with Disabilities Act of 1990 (ADA) - disability
- NH Law against discrimination (RSA 354-A)

The following individual has been designated to handle inquiries regarding the nondiscrimination policies and laws above:

ADA/Title IX Coordinator: Christine Brennan, Deputy Commissioner

Section 504 Coordinator: Lisa Hatz, Director, Bureau of Vocational Rehabilitation

NH Department of Education  
21 South Fruit Street, Suite 20  
Concord, NH 03301  
(603) 271-3471 (V/TTY)  
1-800-299-1647  
[Lisa.Hatz@doe.nh.gov](mailto:Lisa.Hatz@doe.nh.gov)

Inquiries regarding Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and/or Title II of the Americans with Disabilities Act of 1990 also, or instead, may be directed to:

### **U.S. Department of Education**

Office for Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
(617) 289-0111  
TTY (877) 521-2172

Additionally, inquiries may also be directed to the:

### **NH Commission for Human Rights**

2 Chenell Drive  
Concord, NH 03301-8501  
(603) 271-2767

## REQUEST FOR PROPOSALS

### Grants for Career and Technical Student Organizations

#### SUMMARY OF KEY INFORMATION

- Date RFP Released: February 1, 2018
- Date Proposals are Due: June 1, 2018
- Project Period: July 1, 2018 – June 30, 2019
- Proposals not to exceed \$20,000 in requested funds.

#### INTRODUCTION

Career and Technical Education Student Organizations, commonly referred to as CTSOs, are youth organizations designed to support students in career and technical education (CTE) programs. CTE helps prepare high school graduates for the next step, whether it is postsecondary education or entry into the workforce. Rigorous academic content tied to technical subject matter, as well as internships and other cooperative work experiences, are hallmarks of CTE programs. Through these co-curricular programs of study, students get a head start on their career preparation. CTSOs are considered an integral part of CTE; they help students develop the technical and leadership skills that will enable them to succeed in their career paths. CTSOs provide unique programs of career and leadership development, motivation, and recognition for students enrolled in CTE programs, including co-curricular, service-learning, and student leadership opportunities.<sup>1</sup>

#### PURPOSE OF THIS REQUEST

The New Hampshire Department of Education's (NH DOE) Career Development Bureau solicits proposals for Grants to Support Career and Technical Student Organizations, awarded under State funding. There is a total of \$115,000 available; 100% state funds.

This Request for Proposals solicits projects that support the implementation of high-quality CTSOs in order to increase the number of the following:

- Students participating in CTSOs at CTE centers and postsecondary institutions;
- Middle school students and parents informed about CTSOs; and
- Students attaining completer status, as defined by the Carl D. Perkins Career and Technical Education Act of 2006, to include the attainment of an industry recognized credential, if available.

Grant deliverables include:

- Participation in a state-wide CTSO presentation, which may be conducted in person and or via webinar; and
- Submittal of a midterm and final programmatic and expenditure report.

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<sup>1</sup> This information comes from *Career and Technical Student Organizations: A Reference Guide* (3<sup>rd</sup> ed.) by Lynn Fiscus and Alisha Dixon Hyslop.

**Any funding requested must be directly aligned with NH DOE approved career and technical education programs.**

No funding will be available for:

- Out-of-state travel
- Individual student conferences
- Clothing for individual students, including t-shirts, uniforms, etc.

#### **AGENCY ISSUING REQUEST FOR PROPOSALS**

The mission of the Career Development Bureau is to promote career and technical education as a total educational philosophy for our state which will ensure that every citizen of New Hampshire graduates from high school ready and prepared for higher education and the world of work.

#### **ELIGIBLE APPLICANTS**

An eligible applicant must meet ***all*** of the following criteria:

- Be a state-wide chapter of a career and technical student organization, as recognized by the National Coordinating Council for Career and Technical Student Organizations, the NH Department of Education, and NH-CTE; and
- Be responsible, liable, and oversee financial, program, and post-award reporting requirements.

#### **NUMBER AND AMOUNTS OF AWARDS**

Awards will be made on a competitive basis and selection will be made by the NH DOE Career Development Bureau. Multiple proposals from any eligible recipient will be evaluated independently; the cumulative maximum approved amount per eligible recipient will not exceed \$20,000.

#### **FUNDING PERIOD**

July 1, 2018 to June 30, 2019

**All funds must be paid to the fiscal agent by June 30, 2019.**

#### **PROPOSAL FORMAT**

Funds will be distributed on a competitive basis. The following criteria will be used in selecting final proposals submitted in response to this RFP. For accuracy and comparability in reviewing proposals, the text of the document must be formatted and organized around the criteria listed below. It is strongly recommended that applicants review the evaluation tool provided as an attachment to this RFP in order to determine responses to clarifying questions that may aid in the construction of proposals.

Note: Proposals that do not conform to the above requirement, do not contain the required information, or are deemed unreadable due to spelling and/or grammar errors may be eliminated from

consideration. Proposals that score less than 50 cumulative points or rank as “Ineligible for Funding” in any one category will be ineligible for funding.

Up to **100 points** will be awarded on the basis of the extent to which the proposal adequately addresses the following:

Required Criteria	Points
1. Detailed Project Plan	35
2. Evaluation Plan	30
3. Budget Spreadsheet and Narrative	25
4. Prior Fiscal Management	10
Total	100

### REQUIREMENTS FOR GRANT RECIPIENTS

- Applicants selected for award will be required to enter into a state contract, subject to the approval of the Governor and Executive Council;
- A midterm report is due January 30, 2019, using the form attached;
- A final report is due July 30, 2019 and should include evaluation results, addressing the entire grant period, using the form attached; and
- Applicants selected for awards must input the approved grant into the Department’s Grants Management System, a web-based application and reporting system, within 10 business days of award.

### EVALUATION PLAN

The evaluation must be based **on specific, objective, and measurable goals**. Applicant should supply baseline data to allow reviewers a framework in which to understand program success.

### BUDGET

- **Budget Spreadsheet:** The budget may use, but is not limited to, the following cost categories and must align with the policies set forth in the [Policy Manual for Career and Technical Education in the State of New Hampshire](#), as well as all local, state, and federal laws: Stipends, Equipment, Transportation, Facility Fees, and Indirect Expenses (not to exceed 5% of award). Supply and equipment requests must be itemized, noting item description, unit cost, number of units requested, and total cost, including shipping if relevant. Budget requests for salaries, stipends, and/or contract work must include a breakdown of the number of hours to be worked, amount per hour, and a breakdown of any benefits to be paid.
- **Budget Narrative:** The narrative must present the rationale used in developing line-item cost figures in the proposed budget. The narrative should explain how all costs listed in the budget are necessary, reasonable, and allocable to deliver the outcomes specified in the proposal; **all expenditures should be clearly connected to an activity related to a goal of the proposal, which must be clearly connected to the purpose of this RFP.** Equipment line items of \$1,000 or more will require a minimum of three quotes, unless sole source can be documented. Note:

No more than \$1,000 in total, cumulative state CTSO grant funds may be allocated to mileage/toll charges within FY2019.

## **TERMS AND CONDITIONS**

The State shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.

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

The NH DOE 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 an award.

All awards are contingent on the availability of State funds and in no event shall the State be liable for any payments except from such funds.

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- (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.

## **DEADLINE FOR APPLICATION**

- The Career Development Bureau must receive *emailed* applications no later than **3 p.m. (EST) on June 1, 2018**
- Email copies of proposals to: [Jennifer.Kiley@doe.nh.gov](mailto:Jennifer.Kiley@doe.nh.gov)  
Jennifer Kiley, Career Development Bureau

**FOR FURTHER INFORMATION:** Contact Jennifer Kiley at 603-271-3535 or [Jennifer.Kiley@doe.nh.gov](mailto:Jennifer.Kiley@doe.nh.gov)

**Proposal Cover Sheet & Application  
State of New Hampshire  
Grants to Support Career and Technical Student Organizations**

**Applicant:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Fiscal Agent:** \_\_\_\_\_

**Amount of Funds Applied for under grant:** \_\_\_\_\_  
(not to exceed \$20,000.)

- Please check if General Assurances will have been signed and submitted for FY19 by July 1, 2018 for the Fiscal Agent listed above.

\_\_\_\_\_  
**Board of Directors President's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board of Directors Treasurer's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Leadership President's Signature**

\_\_\_\_\_  
**Date**



**Detailed Project Plan –**

- What population is being served *by this proposal*? What other groups are stakeholders?
- What are the *specific and measurable* goals?
- What are the planned activities or objectives to address the goals? Please include a timeline, if relevant.
- What is the intended outcome of your proposal? How will attaining your goals benefit your organization and/or CTE?
- What baseline data is available to provide a reference for this proposal?

**Evaluation Plan –**

- What tools will be used to measure the proposals outcome? If possible, provide a sample survey, assessment, etc.
- Once outcomes have been measured, how will this information be used for improvement?
- What metrics were used to determine the goals of the project? How do these ending metrics measure against baselines?



**Budget Narrative–**

- Are budget items clearly aligned with project activities or objectives? Are they necessary to successful completion of the activities? Are prices reasonable when compared to similar expenditures?
- Does the budget follow relevant policies and procedures? Are quote provided for equipment requests of \$1,000 or more?
- Is the budget mathematically correct?

**Budget Spreadsheet-**

- Are supply and equipment requests itemized, noting item description, unit cost, number of units requested, and total cost, including shipping if relevant?
- Are salaries, stipends, and/or contract work broken down based on the number of hours to be worked, amount per hour, and a breakdown of any benefits to be paid?

State of New Hampshire

Grants to Support Career and Technical Student Organizations

FY 2019 Request for Proposal (RFP) Evaluation Form

Applicant: \_\_\_\_\_

Total Proposed Scores:

<b>Required Criteria</b>	<b>Points</b>	<b>Reviewer's Score</b>
Detailed Project Plan	35	
Evaluation Plan	30	
Budget Spreadsheet and Narrative	25	
Prior Fiscal Management	10	
Total	100	

As a reviewer of this proposal, my signature below certifies that the scores are correct. They are based solely on my judgment as a reviewer, without the pressure or influence of others.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Scoring Instructions: Each proposal section is worth a specific number of points (e.g. description of need, project plan, evaluation plan, etc.). Within each proposal section are component criteria. The scripted prompts in each category are for guidance only and demonstrate what the applicant should be including in that section, at a minimum. Please remember to note proposal strengths and concerns in the comments area provided in each section. These remarks will support the scores you assign and be used to communicate to the applicant why the proposal was or was not funded.

Required Criteria	Exemplary	Appropriate for Funding	Inadequate for Funding
<b>Detailed Project Plan</b>  <b>Possible Points: 40</b>	31-40	21-30	0-20
	The detailed project plan section includes a clear alignment between the project activities and goals, with all prompts indicated on the application addressed.	The detailed project plan section is easy to understand, most of the prompts indicated on the application are addressed, and there is some alignment between the proposal goals and the activities.	The detailed project plan does not address two or more of the prompts indicated on the application; or activities are not clearly linked to proposal goals; OR the proposal contains significant grammatical, spelling, or factual errors, so as to render it unreadable.

Comments: Strength and Concerns

Required Criteria	Exemplary	Appropriate for Funding	Inadequate for Funding
<b>Evaluation Plan</b>	31-35	21-30	0-20
<b>Possible Points:</b>  <b>35</b>	Measures are clearly stated, and they match project goals and outcomes. Sample evaluation tools have been included.	The evaluation plan includes measures of evaluation, but they are poorly described and/or weakly matched to project goals and outcomes.	The evaluation plan is not based on specific and measurable goals; OR there is no measurement tool of goal attainment discussed; OR the goals and outcomes detailed are unreasonable or unconnected to the project plan.

Comments: Strength and Concerns

Required Criteria	Exemplary	Appropriate for Funding	Inadequate for Funding
<b>Budget</b>	31-35	21-30	0-20
<b>Possible Points:</b>  <b>25</b>	The budget is itemized; the expenses are necessary, reasonable, and allowable; and the connection between expense and activity is clear	The budget is itemized, but some costs and items are not allowable per the terms of the RFP or are only weakly connected to project activities. The Indirect Cost Rate is equal to or less than the Indirect Cost Rate cap in RFP and consistent with or below the IC rate of the fiscal agent.	The budget contains mathematical or factual errors; OR contains items that are not necessary, reasonable, or allowable; OR contains items not clearly connected to activities; OR is not itemized.

Comments: Strength and Concerns

Required Criteria	Exemplary	Appropriate for Funding	Inadequate for Funding
<b>Prior Fiscal Management</b>	8-10	4-7	0-3
<b>Possible Points: 10</b>	Applicant's record with prior grants shows all funds are used as intended, and all reporting is completed on time.	Applicant's record with prior grants shows less than 20% of funds remain unused by end of project period, and any changes to budgets are approved by the BCD. One or fewer required reports from previous projects were late.	Applicant's record with prior grants shows 20%+ of funds remain unused by end of project period, and changes to budgets are made without approval by the BCD. Two or more required reports (monthly fiscal reports, midterm report, and/or final report) from previous projects were late.

Did the applicant receive funding for the FY18 CTSO grant?

**If yes:**

Amount of funds allocated:

Amount of funds returned:

Did the applicant return all requested documentation (GMS entry, midterm & final reports) in a timely manner?

Did the applicant receive funding for the FY18 CTSO mini-grants?

Amount of funds allocated:

Amount of funds returned:

Did the applicant return all requested documentation (GMS entry, midterm & final reports) in a timely manner?