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Request for Proposals (RFP)
**Carl D. Perkins Career and Technical
Education Act of 2006**
**Grants to Provide Services that Prepare
Students for Non-traditional Careers**

February 2018

Career Development Bureau

Bidders Webinar Date: February 21, 2018, 1 P.M. E.S.T.

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

Project Period: July 1, 2018 – August 21, 2019

New Hampshire Department of Education

Statement of Nondiscrimination

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- Titles IV, VI, and VII of the Civil Rights Act of 1964 – race, color, national origin
- The Age Discrimination in Employment Act of 1967
- The Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972 (Title IX) – sex
- Section 504 of the Rehabilitation Act of 1973 (Section 504) – disability
- The Americans with Disabilities Act of 1990 (ADA) - disability
- 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

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

SUMMARY OF KEY INFORMATION

- Date RFP Released: February 1, 2018
- Bidders Webinar to Address Questions: February 21, 2018
- Date Proposals are Due: June 1, 2018
- Project Period: July 1, 2018 – August 21, 2019
- Proposals not to exceed \$10,000 in requested funds.

Grants to Provide Services that Prepare Students for Non-traditional Careers

The Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270) provides for the funding of a limited number of grants to eligible secondary recipients, as specified under the provisions of Title I, Part A, Section 112(a)(2)(B) and Part B, Section 124 of the Act.

PURPOSE OF THIS REQUEST

The Carl D. Perkins Career and Technical Education Act of 2006 requires New Hampshire to make available a part of the state leadership funds portion of its state allocation for services that prepare individuals for non-traditional fields (Sec. 112(a)(2)(B)). New Hampshire Department of Education's (NH DOE) Career Development Bureau solicits proposals for grants to be awarded under this section. The following announcement provides funding priorities, selection criteria, and application procedures. A total of \$50,000 is available and the maximum request for any one grant is \$10,000. The funding source is New Hampshire's state allocation from Perkins IV; 100% Federal funds.

All applications for this RFP must be for the purpose of providing services that prepare individuals for non-traditional fields, such as recruiting and retaining students within a CTE Program of Study that leads to a high skill, high wage, or high demand occupation that is non-traditional by gender. Non-traditional fields are defined as "occupations or fields of work [. . .] for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work" (Section 3(20) of the Act). For a list of CTE programs available in NH, categorized by non-traditional status, please go to https://www.education.nh.gov/career/career/documents/cte_non-traditional.pdf.

Grant deliverables include:

- Participation in a state-wide Non-traditional workshop, which may be conducted in person and or via webinar; and
- Submittal of midterm and final programmatic and expenditure reports.

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 designated NH career and technical education center, an approved regional program, or the postsecondary consortia, eligible to receive Perkins funds; and
- Be responsible, liable, and oversee financial, program, and post-award reporting requirements.

GENERAL ASSURANCES

General assurances must be on file for FY19 by July 1, 2018 for the fiscal agent listed on the cover page of this proposal.

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 \$10,000.

FUNDING PERIOD: July 1, 2018 through August 21, 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, specifying what non-traditional program(s) will be focused on, the major activities, and the timeline for completion of project activities. Baseline information regarding current recruitment and retention statistics and previous endeavors in this area should be documented.	35
2. Evaluation Plan, including specific, measurable project goals, directly related to the proposed project activities and connected to recruitment and retention of students into non-traditional careers	30
3. Budget Spreadsheet and Narrative	25
4. Prior Fiscal Management	10
Total	100

REQUIREMENTS FOR GRANT RECIPIENTS

- A midterm report, using the form attached, is due by **January 30, 2019**.
- A final financial report, comparing budgeted line items to actual expenditures entered into GMS, with details regarding significant differences, is due within 30 days of the end of the grant period; 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.

PRIOR FISCAL MANAGEMENT

Proposal scoring will include consideration of prior fiscal management with grants awarded by the NHDOE. Up to 10 points may be deducted from the applicant's score if prior fiscal management is deemed a risk.

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

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 State to issue an award.

All awards are contingent on the availability of federal 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
Jennifer Kiley, Career Development Bureau

FOR FURTHER INFORMATION: Contact Jennifer Kiley at 603-271-3535 or jennifer.Kiley@doe.nh.gov

**Proposal Cover Sheet & Application
State of New Hampshire
Grants to Provide Services that Prepare Students for Non-traditional
Careers**

Applicant: _____

Project Manager: _____

Mailing Address: _____

Telephone: _____ **FAX:** _____

E-Mail Address: _____

Fiscal Agent: _____

Amount of Funds Applied for under grant: _____
(not to exceed \$10,000.)

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

Project Manager's Signature

Date

Fiscal Agent's Signature

Date

Superintendent's Signature

Date



Detailed Project Plan –

- What population is being served *by this proposal*? What other groups are stakeholders?
- What non-traditional program(s) will be focused on?
- 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 the focus programs 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 program or center improvement?
- Will Perkins Performance Indicators regarding recruitment and retention of students into non-traditional careers be affected? If so, clearly identify how and 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 Provide Services that Prepare Students for Non-traditional Careers

FY 2019 Request for Proposal (RFP) Evaluation Form

Applicant: _____

Total Proposed Scores:

Required Criteria	Points	Reviewer's Score
Detailed Project Plan	35	
Evaluation Plan	30	
Budget 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
Detailed Project Plan Possible Points: 35	31-35	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
Evaluation Plan	26-30	16-25	0-15
Possible Points: 30	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
Budget	31-35	21-30	0-20
Possible Points: 25	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
Prior Fiscal Management	8-10	4-7	0-3
Possible Points: 10	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 Non-traditional 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?

If no:

Did the applicant receive funding for any FY18 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?