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Request for Proposals (RFP)
**Carl D. Perkins Career and Technical
Education Act of 2006**
**State Institutions Serving Incarcerated Youth
and Young Adults (ages 14-24)**
February 2018

Career Development Bureau

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

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement is a reflection of the Department of Education and refers to, but is not limited to, the provisions of the following laws:

- 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
- Date Proposals are Due: June 1, 2018
- Project Period: July 1, 2018 – August 21, 2019
- Amount available: Up to \$65,000

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

The New Hampshire Department of Education through the Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270) will provide funding for a limited number of grants to support career and technical education in state institutions serving incarcerated youth and young adults, ages 14-24, as specified under the provisions of Title I, Section 112(a)(2)(A) of the Act.

PURPOSE OF THIS REQUEST

The purpose of these grants is to support and improve career and technical education (CTE) (See Appendix A, Section 112(a)2(A) and Appendix B) opportunities for incarcerated youth and young adults or young adult offenders (ages 14-24). Where institutions are required to segregate gender groups, separate proposals must be submitted for each gender group. If gender separation is not institutionally necessary and co-educational programming is planned, only one proposal should be submitted. A total of \$65,000 is available. The funding source is New Hampshire's state allocation from Perkins IV program; 100% Federal funds.

In awarding grants, the NH Department of Education will give priority to projects in the following order (starting with the highest priority):

- 1) Support CTE programs for incarcerated youth and young adults that result in nationally recognized credentials (e.g., postsecondary certificate, OSHA 10, ServSafe, American Welding Society certification, Microsoft certifications, etc.);
- 2) Support to improve CTE courses and initiatives including Career Clusters (See Appendix A, Section 124(c)(9), Appendix B, and Attachments A and C) for incarcerated youth and young adults between the ages of 14-24 that lead to high-skill, high-wage or high-demand occupations;
- 3) Supporting partnerships among correctional institutions, secondary CTE Centers, Institutions of higher education, and, as appropriate, other entities, such as employers or labor organizations to enable incarcerated youth and young adults to achieve state academic standards and career and technical skills;
- 4) Support for CTE programs that offer experience in, and understanding of, all aspects of industry. (See Appendix A, Section 122(c)(7), Appendix B, and Attachment A, Crosswalk: All Aspects of Industry, Career Ready Practices and Employability Skills, Attachment B, All Aspects of Industry Framework and Attachment C, The sixteen Career Clusters).

Grant deliverables include:

- Presentation of project in a state-wide 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

Applications will be accepted from:

Correction agencies for incarcerated youth and young adults or young adult offenders (ages 14-24), including correctional institutions operated by county authorities in New Hampshire;

Private and/or non-profit organizations may also participate in grant-supported activities in partnership with a state or county correctional institution, but the lead applicant in the project needs to be the institution.

GRANT OVERSIGHT

Grant activities will need to be overseen by a committee as described in the attached Certificate of Institutional Advisory Committee. This Advisory Committee must be established and active by the grant start date.

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.

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, addressing 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	30
3. Budget Spreadsheet and Narrative	25
4. Prior Fiscal Management	10
Total	100

The proposal must include a cover page with the following information:

- Name and address of the applicant organization;
- Identification of the source of funds for which the organization is applying (i.e., the Carl D. Perkins Act of 2006);
- Name and Title of the Chief Administrative Officer (authorizing agent);
- Original signature of the Chief Administrative Officer;
- Name, Title, phone number, and e-mail address of the Project Manager.

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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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.

SUBSEQUENT DOCUMENTATION REQUIRED OF SUCCESSFUL APPLICANTS

Applicants selected to receive grants under this competition will be required to submit four additional documents:

- A Grant Agreement;
- A Certificate of Authority, identifying signatory authority for the applicant;
- Certificate of Insurance/General Liability, with NH DOE listed as certificate holder;
- An executed General Assurances document, submitted to the Department of Education's Office of Audit and Technical Assistance with assistance from the Career Development Bureau.

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

Appendix A

References to the Carl D. Perkins Act of 2006

Funds for this RFP are distributed in accordance with the following sections of the Carl D. Perkins Act of 2006 (<http://www2.ed.gov/policy/sectech/leg/perkins/index.html>).

Purpose

Section 112(a)(2)(A) “an amount equal to not more than 1 percent of the amount allotted to the State under section 111 for the fiscal year shall be made available to serve individuals in State Institutions, such as State correctional institutions and institutions that serve individuals with disabilities;...”

Priorities

ii) Section 124(c)(9) “support to improve or develop new career and technical education courses and initiatives, including career clusters, career academic,...”

iv) Section 122(c)(7) “Provide students with strong experiences in, and understanding of, all aspects of industry;...”

Appendix B

Career and Technical Education in New Hampshire

What is Career and Technical Education?

Career & Technical Education (CTE) is learning that works for New Hampshire. CTE is helping our state and our nation meet the very real and immediate challenges of economic development, student achievement and global competitiveness. CTE is developing New Hampshire's most valuable resource—its people; helping them gain the skills, technical knowledge, academic foundation and real-world experience they need to prepare for high-skill, high-demand, high-wage careers—and keep New Hampshire working—in every sense of the word. CTE is organized by a national framework called Career Clusters™, which presents a complete range of related career options to students of all ages, helps them discover their interests and passions, and empowers them to choose the educational pathway that can lead to success in high school, college and their chosen career. CTE is leading change, transforming expectations and making the difference for students, for high schools and colleges, for business and industry, for New Hampshire.

CTE in New Hampshire

Our mission 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.

The Bureau of Career Development provides leadership and support for the career and technical education (CTE) system at both secondary and postsecondary levels. This system provides education in career pathways leading to further education and employment opportunities. Activities include, but are not limited to

- Managing the use of federal CTE funds for program improvement at secondary and postsecondary institutions;
- Supporting career guidance through the development and implementation of career pathway plans of study (CPPOS) that document secondary to postsecondary education connections;
- Overseeing a system of 28 secondary regional career and technical centers and sub-centers;
- Making provisions for the delivery of apprenticeship related instruction;
- Evaluating and approving the renovation of facilities at the secondary regional CTE centers;
- Carrying out federal and state laws, rules and regulations pertaining to CTE in New Hampshire.

Appendix C
Certifications and Assurances

CERTIFICATIONS AND ASSURANCES

For Institutions Serving Individuals with Disabilities or Incarcerated Individuals

I, _____, hereby
(Typed Name and Title of Chief Administrative Officer)

certify and assure that _____ will comply with the following:
(Institution)

1. The programs, services, and activities designated to be supported by funds released through this Request for Proposals will be conducted in accordance with the Carl D. Perkins Career and Technical Education Act (P.L. 109-270), N.H. Statutes, and the New Hampshire Administrative Rules.
2. Policies, procedures, and activities described in the attached proposal will be carried out as described herein.
3. Supplemental funds granted to the agency under the provisions of P.L. 109-270 will be used as stipulated in the attached proposal, and supporting documents and records of expenditures will be maintained for audit in accordance with the requirements of the New Hampshire State Department of Education, Office of Business Management.
4. Student and program data, information, and reports as may be reasonably required by the NH State Department of Education will be submitted as requested, and in a timely fashion.
5. All career and technical education programs offered by the eligible recipient will conform to the definition of career and technical education stated in Sec. 3(5) of P.L. 109-270.

I certify that all information contained in this application/proposal is true and correct.

(Signature, Chief Administrative Officer) _____
Date

CERTIFICATE OF INSTITUTIONAL ADVISORY COMMITTEE

I, _____, certify that the
(Typed Name and Title of Chief Administrative Officer)

Institutional Advisory Committee for _____
(Name of Institution)

will be operational at the initiation of the grant period.

I further certify that the Committee will meet at least three times during the grant period to ensure that the activities and expenditure of funds are in accordance with the approved proposal.

I further certify that the membership of this Committee is composed of representatives of the general public including at least one representative each of business, industry, and labor, and that the Committee has an appropriate representation of both genders, as well as resident racial and ethnic minorities.

(Signature, Chief Administrative Officer)

(Date)

I, _____, certify that the above committee will meet three times during the grant period.

(Signature of Committee Chairperson)

(Date)

**Proposal Cover Sheet & Application
State of New Hampshire
STATE INSTITUTIONS SERVING INCARCERATED YOUTH
AND YOUNG ADULTS (AGES 14-24)**

Applicant: _____

Project Manager: _____

Mailing Address: _____

Telephone: _____ **FAX:** _____

E-Mail Address: _____

Amount of Funds Applied for under Carl D. Perkins Act of 2006: _____

Project Manager's Signature

Date

Chief Administrative Officer's name (please print)

Official Title

Chief Administrative Officer'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 the institution?
- 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 recidivism rates be affected by this program? If yes, how?

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

State Institutions Serving Incarcerated Youth and Young Adults (Ages 14-24)

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 State Institution 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 other prior 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?