

**Frank Edelblut**  
Commissioner of Education  
Tel. 603-271-3144



**Christine Brennan**  
Deputy Commissioner  
Tel. 603-271-3801

**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF EDUCATION**  
01 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

**Statewide Longitudinal Data System Grant Writing Services  
RFP Cover Sheet**

<b>Name of Agency/Division:</b> Department of Education
<b>Contract Number/Name:</b> RFP 2019-CD SLDS Statewide Longitudinal Data System Grant Writing Services
<b>RFP Purpose:</b> <p>The New Hampshire Department of Education with funding assistance from the National Center for Education Statistics (NCES), under the Institute of Education Sciences (IES) at the U.S. Department of Education, developed and implemented a Statewide Longitudinal Data System (SLDS) to efficiently and accurately manage, analyze, disaggregate, and use individual student data. The system has the capacity to link Pre-school through post-secondary to workforce (P-20) data across time, databases, institutions, and agencies while simultaneously protecting student privacy and complying with privacy protection laws. The system was designed with New Hampshire's 65 by 25 initiative; an initiative in which State leaders in business, education, philanthropy and government are working together to make sure that 65 percent of New Hampshire adults have a high-value credential or postsecondary degree by 2025. "Achieving 65 by 25 is important to New Hampshire's future economy, and to increasing opportunities for New Hampshire children and families. The public-private partnership to achieve 65 by 25 is classic New Hampshire: people bringing their ingenuity and best ideas to the table to reach a shared goal for our state." - Governor Chris Sununu</p> <p>The National Center for Education Statistics (NCES), under the Institute of Education Sciences (IES) at the U.S. Department of Education is preparing to release new funds for the continued development and support of state level comprehensive P-20 systems. It is anticipated that funds will be targeted to support:</p> <ul style="list-style-type: none"><li>• Financial Equity and Return on Investment (ROI),</li><li>• Educator Talent Management,</li><li>• Early Learning,</li><li>• College and Career,</li><li>• Evaluation and Research, and</li><li>• Instructional Support.</li></ul> <p>This request seeks to identify and select an experienced professional grant writing consultant with a proven track record of researching, developing, writing, preparing and submitting successful grant proposals for federal and state government grants</p>

and private foundation grants. Primary responsibility includes responding to federal statewide longitudinal data systems grant opportunities and providing advocacy guidance. Details of responsibilities are described in this RFP under "Scope of Services."

**Scope of Services:**

- Understand the history, programs, and services of the New Hampshire Department of Education and the Department's data systems including but not limited to: data collection, data processing, data storage, data warehouse, data connections, sources and output;
- Be knowledgeable about federal and state resources for grant collaboration/partnership;
- Work with the NH DOE and NH DoIT teams to identify partners as necessary and appropriate;
- Attend applicable pre-proposal workshops/webinars and provide NH DOE and NH DoIT teams with information from workshops/webinars;
- Engage NH DOE and NH DoIT teams in creative strategizing for project development;
- Provide specific RFP guideline interpretation to steer NH DOE and NH DoIT teams to successful and timely proposal development;
- Research all required and suggested background documents, promising practice programs, etc.;
- Demonstrate resourcefulness, creative thinking, and innovation in order to generate high quality plans for program and proposal development;
- Prepare budgets and budget narratives to sufficiently fund the activities of the project in compliance with all government regulations;
- Design graphs, charts and visuals that illustrate and explain key processes, programmatic concepts and cycles of work/timelines;
- Initiate, develop, and document the scope of grant project-related partnerships with community organizations as required by the funder;
- Secure all required supplemental documentation, including drafting and collecting signed copies of letters of support, and other documents including memoranda of understanding or articulation agreements that correspond to the project description in the proposal;
- At the beginning of the proposal process, develop a timeline that is agreeable to NH DOE and NH DoIT teams for submission of proposal drafts and review;
- Write well-organized, compelling proposal drafts that follow the requirements of the RFP and submit for review to appropriate NH DOE and NH DoIT personnel, and if applicable, to partners, adhering strictly to timelines/deadlines throughout the process;
- Make edits or revisions to drafts as required in a timely manner;
- Submit final proposal after approval by NH DOE, NH DoIT teams via print and online submission to ensure receipt before the deadline and in compliance with all proposal preparation requirements;
- Provide digital and paper copies of complete proposals for NH DOE and NH DoIT personnel;
- Notify applicable state and/or federal partners of grant proposal submission and provide additional advocacy suggestions regarding outreach requirements;

- Be available for and participate in NH DOE and NH DoIT team meetings applicable to the project and development of the grant proposal;
- Participate in NH DOE and NH DoIT meetings to periodically share information as required and requested.

**Qualifications:**

- Vendor should have proven track record of a minimum of three to seven years of successful grant writing experience including sourcing, developing, writing, and submitting successful federal and state government grant proposals – preferably in the \$1 million plus range – documented by summary of funding source, date, amount.
- Vendor should have experience preparing state and federal grant proposals in the funding area.
- Vendor should have documented experience with collaborative project development with multiple partner organizations.
- Vendor should have excellent writing skills and ability to write persuasive proposals aligned with RFP requirements as demonstrated by clear and compelling proposal samples.
- Vendor should have excellent budget preparation skills and be able to prepare budgets and budget narratives to sufficiently fund the activities of the project in compliance with all government regulations.
- Vendor should be highly organized with the ability to identify and implement needed systems and follow-up processes.
- Vendor should be able to effectively work – and maintain superb interpersonal skills - under pressure, use excellent judgment, and produce a high quality work product within tight time constraints.
- Vendor should state previous experience to demonstrate a proven track record in securing new funding opportunities, comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.
- Vendor should have experience in working on grant proposals/submissions.

**Special Concerns:**

The NH DOE will not accept bids for pieces of individual components. Vendors should include specific information related to proposed services including, an outline of services proposed, the number of hours required to complete the project, the budgeted amounts for each proposed service, and a timeline for the delivery of services.

Vendors may partner with another firm to provide parts of the solution; however, the vendor must provide management of the partner and is responsible for all project performance. The vendor is responsible for ensuring that each subcontractor acknowledges and is contractually bound by the staffing plan and other commitments listed in this RFP and the vendor’s proposal.

**Selection:**

Vendors may be asked to participate in an interview process and present proposals to a review team.

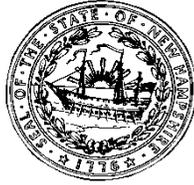
The award of the contract to the Selected Vendor will be based on the proposed budget for services rendered in accordance with, but not limited to, the results of the NH DOE's evaluation of:

- Vendor's Letter of Qualifications;
- Reference checks;
- Vendor's experience and expertise in the field;
- How well Vendor's proposal meets the stated requirements, as evidenced by Vendor's proposal;
- Overall thoroughness of the proposal;
- Response to Conditions.

<b>Submitted by:</b> Caitlin Davis	<b>Current Date:</b> May 10, 2019
<b>Phone:</b> 603.271.3427	<b>Email:</b> Caitlin.Davis@doe.nh.gov

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New Hampshire Department of Education  
Division of Educational Improvement  
101 Pleasant Street  
Concord, New Hampshire 03301



May 10, 2019

**REQUEST FOR PROPOSAL (RFP)**

**Statewide Longitudinal Data System Grant Writing Services**

**Proposals Deadline: 4:00 PM, May 30, 2019**

Proposal Inquiries: All questions about this Request for Proposal (RFP) should be submitted by email to:

Caitin Davis, Director  
Division of Education Analytics and Resources  
e-mail: [caitlin.davis@doe.nh.gov](mailto:caitlin.davis@doe.nh.gov)

## INTRODUCTION

The New Hampshire Department of Education with funding assistance from the National Center for Education Statistics (NCES), under the Institute of Education Sciences (IES) at the U.S. Department of Education, developed and implemented a Statewide Longitudinal Data System (SLDS) to efficiently and accurately manage, analyze, disaggregate, and use individual student data. The system has the capacity to link data across time, databases, institutions, and agencies while simultaneously protecting student privacy and complying with privacy protection laws.

The National Center for Education Statistics (NCES), under the Institute of Education Sciences (IES) at the U.S. Department of Education is preparing to release new funds for the continued development and support of state level comprehensive P-20 systems. It is anticipated that funds will be targeted to support:

- Financial Equity and Return on Investment (ROI),
- Educator Talent Management,
- Early Learning,
- College and Career,
- Evaluation and Research, and
- Instructional Support.

This request seeks to identify and select an experienced professional grant writing consultant with a proven track record of researching, developing, writing, preparing and submitting successful grant proposals for federal and state government grants and private foundation grants. Primary responsibility includes responding to federal statewide longitudinal data systems grant opportunities and providing advocacy guidance. Details of responsibilities are described in this RFP under "Scope of Services."

Previous grant awards can be viewed at:

<https://nces.ed.gov/programs/slds/state.asp?stateabbr=NH#>

SLDS News Updates can be viewed at:

<https://slds.grads360.org/#program/slds-quarterly-newsletter%3A-winter-2018>

## Overview of Services

Thoroughly understand the history, programs, and services of the New Hampshire Department of Education and the Departments data systems

- including but not limited to: data collection, data processing, data storage, data warehouse, data connections, sources and output.
- Be knowledgeable about federal and state resources for grant collaboration/partnership;
- Work with the NH DOE and NH DoIT teams to identify partners as necessary and appropriate;
- Attend applicable pre-proposal workshops/webinars and provide NH DOE and NH DoIT teams with information from workshops/webinars;
- Engage NH DOE and NH DoIT teams in creative strategizing for project development;

- Provide specific RFP guideline interpretation to steer NH DOE and NH DoIT teams to successful and timely proposal development;
- Research all required and suggested background documents, promising practice programs, etc.;
- Demonstrate resourcefulness, creative thinking, and innovation in order to generate high quality plans for program and proposal development;
- Prepare budgets and budget narratives to sufficiently fund the activities of the project in compliance with all government regulations;
- Design graphs, charts and visuals that illustrate and explain key processes, programmatic concepts and cycles of work/timelines;
- Initiate, develop, and document the scope of grant project-related partnerships with community organizations as required by the funder;
- Secure all required supplemental documentation, including drafting and collecting signed copies of letters of support, and other documents including memoranda of understanding or articulation agreements that correspond to the project description in the proposal;
- At the beginning of the proposal process, develop a timeline that is agreeable to NH DOE and NH DoIT teams for submission of proposal drafts and review;
- Write well-organized, compelling proposal drafts that follow the requirements of the RFP and submit for review to appropriate NH DOE and NH DoIT personnel, and if applicable, to partners, adhering strictly to timelines/deadlines throughout the process;
- Make edits or revisions to drafts as required in a timely manner;
- Submit final proposal after approval by NH DOE, NH DoIT teams via print and online submission to ensure receipt before the deadline and in compliance with all proposal preparation requirements;
- Provide digital and paper copies of complete proposals for NH DOE and NH DoIT personnel;
- Notify applicable state and/or federal partners of grant proposal submission and provide additional advocacy suggestions regarding outreach requirements.
- Be available for and participate in NH DOE and NH DoIT team meetings applicable to the project and development of the grant proposal.
- Participate in NH DOE and NH DoIT meetings to periodically share information as required and requested

### **Qualifications/Certifications Required**

- Vendor should have proven track record of a minimum of three to seven years of successful grant writing experience including sourcing, developing, writing, and submitting successful federal and state government grant proposals – preferably in the \$1 million plus range – documented by summary of funding source, date, amount.
- Vendor should have experience preparing state and federal grant proposals in the funding area.
- Vendor should have documented experience with collaborative project development with multiple partner organizations.
- Vendor should have excellent writing skills and ability to write persuasive proposals aligned with RFP requirements as demonstrated by clear and compelling proposal samples.

- Vendor should have excellent budget preparation skills and be able to prepare budgets and budget narratives to sufficiently fund the activities of the project in compliance with all government regulations.
- Vendor should be highly organized with the ability to identify and implement needed systems and follow-up processes.
- Vendor should be able to effectively work – and maintain superb interpersonal skills - under pressure, use excellent judgment, and produce a high quality work product within tight time constraints.
- Vendor should state previous experience to demonstrate a proven track record in securing new funding opportunities, comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.
- Vendor should have experience in working on grant proposals/submissions.

## Evaluation of Proposals

All proposals will be reviewed and rated by an evaluation team appointed by the Director of the Division of Education Analytics and Resources at the Department of Education. The Division Director will then make the final selection based upon the evaluation team ratings. Each proposal will be rated in accordance with the requirements established in this RFP. Additional points will be awarded for elements of added value for the Department that the Vendor proposes. The Department shall be under no obligation to contact vendors for clarification of their proposals, but it shall reserve the right to do so at any time prior to the awarding of a contract. If the Department chooses to award a contract relative to this RFP, it shall be to the responsive vendor that receives the highest total rating as a result of the proposal evaluation process.

Proposals will be reviewed for completeness and eligibility. Ineligible or significantly incomplete proposals will be rejected. The number of points to be awarded for each of the proposal elements is shown in parentheses.

Each proposal shall include:

- a. Proposed Solution (40 points)
  - a. Responds clearly, concisely and completely to all RFP priorities and requirements.
  - b. Demonstrates understanding of the states' needs and the challenges that need to be met in order to achieve it.
  - c. Proposes methods, procedures and strategies that are sound, innovative, and aligned to the proposed project to the project goals
  - d. Includes comprehensive description of the services provided
- b. Corporate Overview and Project Management (20 points)
  - a. Includes a concise abstract of the organization or candidate's experiences that explain the background brought to the role of consultant.
  - b. Underscores the applicability of the consultant's background and experience to the project.
    - i. Expertise and experience in priority areas.
  - c. Includes references and quality of sample work.
- c. Project Execution (15 points)

- a. Implementation approach.
- b. Communication strategies.
- c. Discovery and resolution of problems.
- d. Pricing Model (15 points)
  - a. Appropriateness of an included itemized budget of cost per hour times the number of hours of contracted service to be provided.
  - b. Cost effective budget.
  - c. Sound fiscal management practices that meet or exceed industry standards.
- e. Overall Quality of Proposal (10 points)
  - a. Quality of the proposal and proposed services.

The vendor proposed solution must provide a comprehensive, coherent and integrative response to the Scope of Work and other project priorities that demonstrates the capacity to implement the project on time, within budget and at a high level of quality.

The vendor's ability to develop a concise proposal which responds to all of the elements herein will be considered favorably 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.

Qualified vendors 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.

Notification: It is the Department's intent to act promptly. Following review, the eligible consultant or organization will be contacted by Department of Education staff to discuss any modifications that may be required. Vendors whose proposals are recommended at less than the amount requested may be asked to revise the project budget and/or scope of work.

### **Contract Overview**

The contract period for this RFP will begin upon NH Governor and Executive Council approval, and continue through June 30, 2020.

The continuation and annual renewal of all contracts are subject to continued availability of funds, State and Federal changes, and successful implementation by the vendor.

### **Contract Award**

The State plans to execute a Not to Exceed (NTE) contract as a result of this RFP. If an award is made, it shall be made based upon evaluation of the submitted proposals in accordance with the review process outlined in in this document. The award will be based upon criteria, standards and weighting identified in this RFP.

Individual contracts exceeding \$9,999 require Governor and Council approval.

### **Limitation on Price**

The vendor should present a budget that is reasonable and contains sufficient detail and justification for the services to be provided. The state has limited funds. Hourly rates must be competitive.

All requested expenses must be included in proposal. This includes any reimbursement for travel. Travel to and from the NH DOE cannot be reimbursed.

### **Non-Exclusive Contract**

Any resulting contract from this RFP will be a non-exclusive contract. The State reserves the right, at its discretion, to retain other vendors to provide any of the services or deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total proposal.

If a contract is awarded, the vendor must obtain written consent from the State before any public announcement or news release is issued pertaining to any contract award. Such permission, at a minimum, will be dependent upon approval of the contract by Governor and Executive Council of the State of New Hampshire. A contract award is contingent on approval by the Governor and Executive Council.

### **Contract Term**

Time is of the essence in the performance of a vendor's obligations under the contract. The vendor shall be fully prepared to commence work by after full execution of the contract by the parties, and the receipt of required governmental approvals, including, but not limited to, the NH Governor and Executive Council approval ("effective date").

The vendor's initial term will begin on the effective date and extend through June 30, 2020. The term may be extended ("extended term") at the sole option of the State, subject to the parties' prior written agreement on applicable fees for the extended term.

The vendor shall not commence work until the vendor is in receipt of the *Notice to Proceed* by the NH DOE.

### **Contract Negotiations and Vendor Notice**

If a vendor is selected, the NH DOE will notify the selected vendor in writing of their selection and the State's desire to enter into contract discussions. Until the State completes discussions with the selected vendor, all submitted proposals remain eligible for selection by the State. In the event contract discussions cannot be completed with the selected vendor, the evaluation team may recommend another vendor.

In accordance with New Hampshire Statutes Chapter 21-I:13-a, no information shall be available to the public, the members of the general court or its staff, notwithstanding the provisions of RSA 91-A:4, concerning specific responses to this RFP, from the time the RFP is made public until the contract is actually awarded, in order to protect the integrity of the

public procurement process. This means vendors shall not be notified until after the Governor and Executive Council have approved the resulting contract. No information can be provided to non-selected vendors until after contracts are awarded, at which time non-selected applicants may submit a written request for more information about the reasons for not being selected and recommendations that may make future applications more effective. Such requests are not considered appeals. Once an applicant has submitted a letter, the State will attempt to accommodate such requests within a reasonable time.

**Subcontractors**

The vendor shall identify all subcontractors to deliver required services subject to the terms and conditions of this RFP.

The vendor shall remain wholly responsible for performance of the entire contract regardless of whether a subcontractor is used. The State will consider the vendor to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from any contract.

**SCHEDULE OF EVENTS**

The following table provides the Schedule of Events for this RFP through Governor and Executive Council approval and Notice to Proceed.

EVENT	DATE	TIME
RFP released to vendors (on or about)	May 10, 2019	9:00 AM
Vendor inquiry period	May 10, 2019 - May 24, 2019	N/A
<b>Final date for proposal submission</b>	<b>May 30, 2019</b>	<b>4:00 PM</b>
Contract negotiations and development	June, 2019	N/A
Anticipated Governor and Executive Council approval	June, 2019	TBD

**INSTRUCTIONS**

To be considered for funding, an original and five identical copies of a formal proposal must be sent or delivered to Caitlin Davis, by the deadline specified in this RFP. The proposal must include an original signature of the person authorized by the submitting entity to submit the proposal. Incomplete applications may be returned without review. As an accommodation to our rural state, fax and email transmissions are acceptable; an original hard copy must be mailed simultaneously according to submission timelines.

The original and five (5) copies of the vendor’s proposal should be arranged as follows

- Letter of Interest: A cover letter formally responding to the RFP and submitting your qualifications. The contents of this document must include a statement that attests

to the accuracy of your submitted proposal and the document must include your signature.

- Summary of Qualifications: Resumes of individual(s) who will be assigned to this project.
- Background and Track Record: State vendor's successful experience in all applicable aspects of federal and/or state grant writing as outlined above. List all successful grants and the amounts funded for each. In addition, enclose copies of at least two funded proposals that you have written along with the applicable RFP.
- Services to be provided: Include responsibilities that the RFP has noted as required and the services you will furnish in order to support them.
- Budget: This document should describe the various cost factors of your bid, projected costs, including a projected allocation of time for individuals involved with this contract.
- References: Three (3) references are required, two (2) of which must be clients. The NH DOE will verify that vendor has successful grant experience and a history of fulfilling requirements of projects in a timely and professional manner and within the proposed budget.
- Disclosure Statement: Vendor shall provide a disclosure statement regarding any potential conflict of interest issues vendor might have or may encounter.

### **Proposal Submission, Deadline, and Location Instructions**

Proposals submitted in response to this RFP must be received by the Department of Education, no later May 30, 2019 at 4:00 pm.

Proposals must be addressed to:

**State of New Hampshire  
Department of Education  
c/o Caitlin Davis  
101 Pleasant Street  
Concord, New Hampshire 03301**

**Late submissions will not be accepted and will remain unopened.** Delivery of the proposals shall be at the vendor's expense. The time of receipt shall be considered when a proposal has been officially documented by the NH DOE, in accordance with its established policies, as having been received at the location designated above. The State accepts no responsibility for mislabeled mail. Any damage that may occur due to shipping shall be the vendor's responsibility.

Vendors are permitted to submit only one (1) proposal in response to this RFP.

The State reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received. The State also reserves the right to accept any portion of a proposal or all items bid if deemed in the best interest of the State to do so.

All proposals submitted in response to this RFP must consist of:

- One (1) original and five (5) clearly identified copies of the proposal including all required attachments,
- One electronic copy of the proposal including all required attachments.

The original and all copies shall be bound separately, delivered in sealed containers, and permanently marked as indicated above. A vendor's disclosure or distribution of its proposal other than to the State will be grounds for disqualification.

### **Proposal Inquiries**

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions and any changes to the RFP, shall be emailed, citing the RFP title, RFP number, page, section, and paragraph and submitted to the following RFP State Point of Contact:

**Caitlin Davis, Email: [Caitlin.Davis@doe.nh.gov](mailto:Caitlin.Davis@doe.nh.gov)**

Vendors are encouraged to submit questions via email; however, the State assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. All inquiries should have "SLDS Grant Writing Services" in the subject line.

Inquiries must be received by the RFP State Point of Contact (see above) no later than one week prior to the due date of the proposal. Inquiries received later than one week prior to the due date of the proposal shall not be considered properly submitted and may not be considered.

The State intends to issue official responses to properly submitted inquiries on or before the date specified in the *Schedule of Events*. However, this date may be subject to change at the State's discretion. The State may consolidate and/or paraphrase questions for sufficiency and clarity. The State may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon the State. Official responses will be made in writing.

### **Restriction of Contact with State Employees**

From the date of release of this RFP until an award is made and announced regarding the selection of a vendor, all communication with personnel employed by or under contract with the State regarding this RFP is forbidden unless first approved by the RFP State Point of Contact listed in Section *Proposal Inquiries*. State employees have been directed not to hold conferences and/or discussions concerning this RFP with any vendor during the selection process, unless otherwise authorized by the RFP State Point of Contact.

## **Alteration of RFP**

The original RFP document is on file with the State of New Hampshire, Department of Administrative Services. Vendors are provided an electronic version of the RFP. Any alteration to this RFP or any file associated with this RFP is prohibited. Any such changes may result in a proposal being rejected.

## **RFP Addendum**

The State reserves the right to amend this RFP at its discretion, prior to the proposal submission deadline. In the event of an addendum to this RFP, the State, at its sole discretion, may extend the proposal submission deadline, as it deems appropriate.

## **Non-Collusion**

The vendor's signature on a proposal submitted in response to this RFP guarantees that the prices, terms and conditions, and services quoted have been established without collusion with other vendors and without effort to preclude the State from obtaining the best possible competitive proposal.

## **Validity of Proposal**

Proposals must be valid for one hundred and eighty (180) days following the deadline for submission of proposals in the *Schedule of Events*, or until the effective date of any resulting contract.

## **Property of the State**

All material received in response to this RFP shall become the property of the State and will not be returned to the vendor. Upon contract award, the State reserves the right to use any information presented in any proposal.

## **Confidentiality of a Proposal**

A proposal must remain confidential until the effective date of any resulting contract as a result of this RFP. A vendor's disclosure or distribution of proposals other than to the State will be grounds for disqualification.

## **Public Disclosure**

Subject to applicable law or regulations, the content of each vendor's proposal shall become public information upon the effective date of any resulting contract.

Any information submitted as part of a response to this request for proposal (RFP) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the website *Transparent NH* (<http://www.nh.gov/transparentnh/>). Accordingly, business financial information and proprietary information such as trade secrets, business and financials models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response

to a request for proposal, bid or information should be kept confidential as financial or proprietary information, you must specifically identify that information in a letter to the agency, and should mark/stamp the materials as such. Marking of the entire proposal or entire sections of the proposal (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, vendor pricing will be subject to disclosure upon approval of the contract by the NH Governor and Executive Council.

Generally, each proposal shall become public information upon the approval of the NH Governor and Executive Council of the resulting contract, as determined by the State, including but not limited to, RSA Chapter 91-A (Right to Know law). The State will endeavor to maintain the confidentiality of portions of the proposal that are clearly and properly marked confidential. If a request is made to the State to view portions of a proposal that the vendor has properly and clearly marked confidential, the State will notify the vendor of the request and of the date and the State plans to release the records. A designation by the vendor of information it believes exempt does not have the effect of making such information exempt. The State will determine the information it believes is properly exempted from disclosure. By submitting a proposal, vendors agree that unless the vendor obtains a court order, at its sole expense, enjoining the release of the requested information, the State may release the requested information on the date specified in the State's notice without any liability to the vendors.

### **Non-Commitment**

Notwithstanding any other provision of this RFP, this RFP does not commit the State to award a contract. The State reserves the right, at its sole discretion, to reject any and all proposals, or any portions thereof, at any time; to cancel this RFP; and to solicit new proposals under a new acquisition process; or cancel this entire RFP or individual components at any time, without penalty.

### **Proposal Preparation Cost**

By submitting a proposal, a vendor agrees that in no event shall the State be either responsible for or held liable for any costs incurred by a vendor in the preparation of or in connection with the proposal, or for work performed prior to the effective date of a resulting contract.

### **Oral Presentations/Interviews and Discussion**

The State reserves the right to require vendors to make oral presentations of their proposals and/or to be available for review committee interviews. All costs associated with oral presentations/interviews shall be borne entirely by the vendor.

### **Required Contract Terms and Conditions**

By submitting a proposal, the vendor agrees that the State of New Hampshire terms and conditions for procurement and contracts form the basis of any contract resulting from this RFP. In the event of any conflict between the State's terms and conditions and any portion of the vendor's proposal, the State's terms and conditions shall take precedence and

supersede any and all such conflicting terms and conditions contained in the vendor's proposal.

## **Terms and Conditions**

Unless otherwise deleted or modified by mutual agreement between the State of New Hampshire and the Contractor, all terms and conditions contained on page 2 of Form P-37 (Attachment A) shall be incorporated into the contract.

In creating or adapting documents and communications for the project, the Contractor must utilize at least Microsoft Office 97 for Windows or its Macintosh equivalent, as needed for problem-free transfer, copying, and editing of files between contractor, the NH Department of Education, and other project partners. Prior to the contract closing date, the contractor will provide all necessary computer files to the Department.

Any and all documents produced as a part of this contract become the property of the New Hampshire Department of Education.

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 a contract.

If the Department chooses to award a contract in response to this RFP, the successful vendor 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 vendor's proposal. In preparing a contract with the successful vendor, the Department reserves the right to clarify any terms and conditions contained in the proposal.

The Department may determine if it is in the best interest of the State to seek a "BEST AND FINAL OFFER" from vendors submitting acceptable and/or potentially acceptable proposals. The "BEST AND FINAL OFFER" would provide a vendor the opportunity to amend or change their original proposal to make it more acceptable to the State. The Department reserves the right whether or not to exercise this option.

Any expectations of support by the Department must be clearly defined by the Contractor.

Public announcements or news releases pertaining to the award of a contract shall not be made without the written permission of the Department of Education.

The State shall not be responsible for any work performed by the successful vendor prior to the effective date of a contract approved by Governor and Council.

All obligations of the State, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of state, federal or other funds and in no event shall the State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.

When delivering services under an approved contract, the Contractor shall work under the broad supervision of the Department Contracting Officer for this project.

The Department expects to award a contract to one or more successful vendors.

### **Tentative Work Schedule**

The contracting officer at the Department of Education will work with the successful vendors to prepare a contract for submission to the Governor and Council.

### **Further Information**

See contact information above.

### **Vendor Service Evaluation**

The work of the vendor(s) will be evaluated to ensure the services are effectively completed. The vendor(s) should keep a log of the work performed under the contract and report to the department on a weekly basis.

COVER SHEET

Statewide Longitudinal Data System Grant Writing Services RFP

(COMPLETE ALL THAT APPLIES)

APPLICANT:

\_\_\_\_\_

PROJECT TITLE:

\_\_\_\_\_

PROJECT DIRECTOR:

NAME:

\_\_\_\_\_

TITLE:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE:

FAX:

E-MAIL:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT OF FUNDS REQUESTED:

\$

\_\_\_\_\_

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application has been authorized by the body, group, or institution being represented and that the applicant will comply with the attached statement of assurances.

\_\_\_\_\_  
Typed or Printed Name of Person Submitting

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Person Submitting

\_\_\_\_\_  
Date

## APPENDIX A: CERTIFICATES

### A. *Certificate of Good Standing*

As a condition of Contract award, the Vendor, if required by law, must furnish a Certificate of Good Standing dated after April 1, 2019, from the Office of the Secretary of State of New Hampshire. If your company is not registered, an application may be filed at [http://sos.nh.gov/corp\\_div.aspx](http://sos.nh.gov/corp_div.aspx) (See NH QuickStart).

If your company is registered, a certification thereof may be obtained from the Secretary of State.

**Note:** Sovereign states or their agencies may be required to submit suitable substitute documentation concerning their existence and authority to enter into a contract.

### B. *Vendor Code*

In order to do business with the State of New Hampshire, Department of Education, the Vendor will need a vendor code. You can apply for a code at this link:

[https://das.nh.gov/purchasing/vendorregistration/\(S\(lmq2fn451evlfl45mxtjir55\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(lmq2fn451evlfl45mxtjir55))/welcome.aspx)

You will receive an e-mail containing the vendor code.

### C. *Certificate of Authority/Vote*

The Certificate of Authority/Vote authorizes, by position, a representative(s) of your corporation to enter into an agreement or amendment with the State of New Hampshire. This ensures that the person signing the agreement is authorized as of the date he or she is signing it to enter into agreements for that organization with the State of New Hampshire.

The officer's signature must be either notarized or include a corporate seal that confirms the title of the person authorized to sign the contract. The date the Board officer signs must be on the date the contract is signed. The date the notary signs must match the date the Board officer signs.

You may use your own format for the Certificate of Authority/Vote as long as it contains the necessary language to authorize the agreement signatory to enter into agreements and amendments with the State of New Hampshire as of the date they sign.

**Checklist:**

**SOURCE OF AUTHORITY**

Authority must come from the **governing body**, either:

- (1) a **majority voted** at a meeting, or
- (2) the body provided **unanimous consent in writing**, or
- (3) the organization's **policy or governing document** (bylaws, partnership agreement, LLC operating agreement) authorizes the person to sign

**SOURCE OF AUTHORITY WAS IN EFFECT ON DAY AGREEMENT OR AMENDMENT WAS SIGNED**

Certificate must show that the person signing the contract **had authority when they signed the Agreement or Amendment**, either:

- (1) Authority was **granted the same day** as the day the Agreement or Amendment was signed, or
- (2) Authority was **granted after** the day the agreement or amendment was signed and the governing body ratifies and accepts the earlier execution, or
- (3) Authority was **granted prior** to the day the agreement or amendment was signed and it has not been amended or repealed as of the day the contract was signed.

**APPROPRIATE PERSON SIGNED THE CERTIFICATE**

The person signing the certificate may be the same person signing the agreement or amendment only if the certificate states that the person is the **sole director** (for corps) or **sole member** (for LLCs).