



New Hampshire

Department of Education

REQUEST FOR PROPOSALS (RFP)

Comprehensive Support and Improvement (CSI) Schools

Targeted Support and Improvement (TSI) Schools

Technical Assistance

RFP-NHED-Bureau of Instructional Support-CSI/TSI-2023-04

TABLE OF CONTENTS

SECTION 1 – Overview and Schedule	4
A. Goal of this procurement/Business needs:	4
B. Schedule	5
C. Description of Agency or Program issuing the Request for Proposals	5
D. Vendor Instructions	5
SECTION 2 – Requirements and Scope of Work	6
A. Minimum Requirements (Absolute Priorities).....	6
B. Scope of Work (Priorities)	7
C. Cost Summary (Competitive Preference Priority)	7
D. Vendor Deliverables.....	8
SECTION 3 - Contract Terms and Conditions	9
A. Non-Exclusive Contract	9
B. Award	9
C. Standard Contract Terms.....	9
SECTION 4 –Request for Proposal Process	9
A. Agency Point of Contact/Restriction of Contact with Agency Employees	9
B. Vendor Inquiries.....	10
SECTION 5 – RFP Terms and Conditions.....	10
A. Debarment	10
B. Proposal Preparation Cost	10
C. Validity of Proposal	10
D. RFP Addendum	11
E. Non-Collusion	11
F. Property of the Agency	11
G. Proposal Confidentiality.....	11
H. Public Disclosure.....	11
I. Electronic Posting of RFP Results and Resulting Contract	12
J. Non-Commitment.....	13
K. Ethical Requirements	13

L. Challenges to Identification of Selected Vendor..... 13

SECTION 6 – Evaluation of Proposals 14

A. Criteria for Evaluation and Scoring 14

B. Planned Evaluations Steps 17

C. Step 1: Initial Screening 17

D. Step 2: Preliminary Technical Scoring of Proposals..... 17

E. No Best and Final Offer 17

F. Rights of the Agency in Accepting and Evaluating Proposals..... 17

SECTION 7 – Process for Submitting a Proposal 18

A. Proposal Submission, Deadline, and Location Instructions 18

SECTION 8 – Proposal Content and Requirements 18

SECTION 9 – Additional Documents Required at Time of Contract Signing 19

SECTION 1 – Overview and Schedule

A. Goal of this procurement/Business needs:

The New Hampshire Department of Education (“NHED”), Bureau of Instructional Support is seeking proposals from qualified Vendors with evidence of innovation and school turnaround expertise that will expand NHED’s capacity by partnering with, and providing services to, local education agencies (each, an “LEA”) that have identified Comprehensive Support and Improvement (“CSI”) and/or Targeted Support and Improvement (“TSI”) schools.

For the purposes of this request for proposals (the “RFP”), “Vendor” shall mean a person or entity who offers products or services for sale in response to this RFP. The term “Selected Vendor” shall mean the Vendor that has been identified by NHED as having received the best score for its proposal according to the criteria set forth in this RFP. “Resulting Contract” shall mean the contract that is entered into NHED and the Selected Vendor at the conclusion of this RFP.

The Resulting Contract will be structured as an outcomes-based contract that includes deliverable funding and contingent outcomes payments tied to success. Outcomes based contracting (also known as performance-based contracting) seeks to drive public resources toward high-performing programs and services that achieve measurable, long-term student outcomes.

The Selected Vendor will form an important partnership with NHED, and identified schools and districts, to improve student outcomes over the course of the three (3) year identification period for CSI schools and one (1) year for TSI schools, and will work with the schools and districts to assess the functionality and progress of the Selected Vendor’s program. Ultimately, NHED seeks to partner with a Vendor that shares its goals for improving student outcomes, and NHED will reward the Selected Vendor for its success.

The Resulting Contract will be “Firm Fixed Price/Not to Exceed” contract for the term of three (3) years from the start date of the Resulting Contract or date of approval of the Governor and Executive Council, whichever comes last, contingent upon the Selected Vendor’s satisfactory performance and results, as well as continued federal funding. NHED will require the Selected Vendor to execute a “Not to Exceed Contract” using the Standard Terms and Conditions of the State of New Hampshire Form P-37 (“Form P-37”), which is attached hereto as Appendix A.

To the extent that any Responding Vendor believes that exceptions to the Form P-37 will be necessary for the Responding Vendor to enter into a Resulting Contract with NHED, the Vendor should propose such exceptions to NHED during the Vendor Inquiry Period (defined below). NHED will review any proposed exceptions to terms and conditions set forth in Form P-37, which it may, in its sole and absolute discretion, either (i) accept, (ii) reject, or (iii) note that the proposed exception to the terms and conditions under the Form P-37 is open to negotiation. If NHED accepts

a Vendor’s proposed exception, NHED will, at the conclusion of the Vendor Inquiry Period under this RFP, provide notice to all Vendors that the proposed exception has been accepted and indicate that such exception is available and applicable to all Vendors. Any proposed exceptions to the terms and conditions under the Form P-37 that are not raised during the Vendor Inquiry Period are waived. NHED will not, without exception, permit any Vendor to submit its own contract terms and conditions as a replacement for the Form P-37 terms and conditions terms in the Resulting Contract.

B. Schedule

The following table provides a Schedule of Events for this RFP through contract finalization and approval. NHED reserves the right to amend this Schedule at its sole and absolute discretion at any time through a published Addendum to this RFP.

EVENT	DATE	LOCAL TIME
RFP Released (Advertisement)	September 5, 2023	4:00 PM
Vendor Inquiry Period Ends	September 19, 2023	4:00 PM
Final Agency Responses to Inquiries	September 26, 2023	4:00 PM
Proposal Due	October 17, 2023	4:00 PM
Estimated Notification of Selection	November 7, 2023	4:00 PM

C. Description of Agency or Program issuing the Request for Proposals

The Bureau of Instructional Support within the Division of Learner Support serves schools by providing resources, support, and technical assistance. NHED seeks proposals from qualified Vendors to provide New Hampshire schools identified as in need of CSI or TSI with turnaround services and technical assistance to meet the requirements as outlined in Section 1003 of the Every Student Succeeds Act (“ESSA”) codified at 20 U.S.C. § 6303. Qualified Vendors must provide evidence of school turnaround expertise and proven successful results.

Qualified Vendors will expand NHED’s capacity by meeting the set state indicators and achieving measurable long-term student outcomes by working directly with NHED, LEAs, and CSI/TSI school leadership teams to provide guidance for their problems of practice, technical assistance in reviewing and using data, and monitoring of improvement efforts. This partnership will provide greater access to knowledge, including evidence-based practices for personalized learning; access to experts that have a history of known turnaround experience; and access to resources to support implementation of improvement plans.

D. Vendor Instructions

Interested Vendors must read this entire RFP and submit the required documents in the manner specified in this RFP. Vendors are responsible for reviewing the most updated information related to this RFP before submitting proposals.

SECTION 2 – Requirements and Scope of Work

A. Minimum Requirements (Absolute Priorities)

These Minimum Vendor Qualification Requirements are an absolute priority for NHED. There are a total of eight (8) absolute priorities, four (4) addressing the needs of high schools and four (4) addressing the needs of elementary and middle schools. Any Vendor that fails to meet all the Minimum Vendor Qualification Requirements will be deemed non-compliant and will be automatically disqualified from further consideration.

Elementary and Middle School (K-8) Absolute Priorities

Absolute priority 1: Knowledge of the federal requirements for CSI and TSI.

Absolute priority 2: Demonstrated expertise in operating or supporting unique, innovative or non-traditional instructional environments in support of generally disadvantaged student populations and their families. Such experience should be described in your response to this RFP.

Absolute priority 3: Demonstrated expertise in developing and training educators to effectively work in unique, innovative or non-traditional instructional environments in support families in the education of generally disadvantaged student populations. Such experience should be described in your response to this RFP.

Absolute priority 4: Demonstrated expertise in operating or supporting unique, innovative or non-traditional instructional environments that connects students, parents and teachers in meaningful ways to engage childhood independence educational opportunity both in and out of school.

High School Absolute Priorities

Absolute priority 1: Knowledge of the federal requirements for CSI and TSI.

Absolute priority 2: Demonstrated expertise in operating or supporting unique, innovative or non-traditional instructional environments in support of generally disadvantaged student populations. Such experience should be described in your response to this RFP.

Absolute priority 3: Demonstrated expertise in developing and training educators to effectively work in unique, innovative or non-traditional instructional environments in support of generally disadvantaged student populations. Such experience should be described in your response to this RFP.

Absolute priority 4: Demonstrated expertise in operating or supporting unique, innovative or non-traditional instructional environments that connects students to and engages students with community resources, including the business community.

B. Scope of Work

Pursuant to [ESSA Section 1111\(c\)\(4\)\(B\)](#) requires states to establish and measure indicators for academic achievement, growth, graduation rate, progress in achieving English language proficiency (ELP) and school quality/student success. The vendor will work with the schools identified as in need of CSI or TSI schools to meet the set state indicators and achieve measurable, long-term student outcomes.

A focus on outcomes means the resulting contract will not detail exactly how services are provided. The contract will allow providers the flexibility to adjust services to meet school and student needs and better help them achieve outcomes, including tailoring services to meet the diverse needs of NH students and communities.

NHED is seeking experienced vendors to provide the following, driven from the state indicators and outcomes:

Scope objective 1: Knowledge and understanding of the [NH statewide assessment system](#), in addition to additional measures and assessments to support the evaluation and implementation of supports and systems in schools to result in school turnaround and high-level results for all students.

Scope objective 2: Provide technical assistance in preparing improvement plans based on a comprehensive diagnostic review in at least four domains: (1) leadership; (2) talent development; (3) instructional transformation; and (4) school culture ([Four Domains For Rapid School Improvement: A Systems Framework](#)).

Scope objective 3: Increase the LEA and schools' access to knowledge, evidence-based practices, turnaround expertise and resources that support implementation.

Scope objective 4: Support the school in the recruitment of engaging families and community partners, educate them about their role in the improvement and school turnaround process, and facilitate conversations and action planning for change and sustainability that includes families and community partners.

Scope objective 5: Provide technical assistance and support tools in analyzing data from a multitude of sources including but not limited to summative and informative assessments, student attendance, to guide improvement strategies. This partnership will provide greater access to knowledge, including evidence-based practices for personalized learning; access to experts that have a history of known turnaround experience; and access to resources to support implementation of improvement plans. This work will promote progress towards State performance targets, pedagogy in all content areas to meet the needs of the whole child and build LEA and school capacity to achieve equitable student outcomes.

C. Cost Summary

Because the scope of this project is structured as an outcomes-based contract that includes deliverable funding and contingent outcomes payments tied to success, it is possible for different proposers to arrive at vastly differing estimates of resources required. It is anticipated that this shall allow the proposers to explain exactly what the state shall receive for this amount of funds and shall allow evaluators to determine the best proposals based upon the qualifications and the description of what the state shall receive in exchange for this amount.

Deliverable budget: Outline a pricing schedule that identifies all pricing elements necessary to accomplish the RFP goals:

1. Cost breakdown of administrative services per participating school, per year, including any out-of-pocket and/or travel expenses
2. Cost of each priority within the Scope of Services per participating school, per year, broken down by year and CSI/TSI school
3. Contingent payments tied to stipulated outcomes per school, per state indicator measure; academic achievement, growth, graduation rate, progress in achieving ELP and school quality/student success

Payment terms: Payments will be made upon completion of providing service deliverables, and contingent payments shall be paid at the end of identification period, tied to achieving stipulated outcomes. Payment terms and a final payment schedule will be negotiated at the time of the contract. Contract payments are subject to availability of federal funds.

D. Vendor Deliverables

The vendor shall be responsible for all tasks and deliverables required to complete the project as described in the Scope of Work. It is anticipated that this shall include but not be limited to:

1. Providing one person who will be responsible for all activities required to fulfill said contract and who will be vested with the authority to make decisions and commitments on behalf of the contracted party during the contractual period.
2. Conducting an initial planning meeting with the Bureau of Instructional Support,
3. Developing a comprehensive school improvement plan template for CSI schools
4. Conducting a comprehensive systemic review of resources and actions to assist LEAs with multiple schools identified as CSI and/or TSI,
5. Implementing the priorities listed above,
6. Implementing bi-weekly debriefing and planning calls with the Bureau of Instructional Support,
7. Detailing the progress of the activities provided and the data documenting the results of these activities. At a minimum, quarterly progress reports detailing the progress and status of the school to whom the technical assistance activities are being provided and monthly reports with invoices summarizing the technical assistance provided for the prior month will be required.
8. The total compensation available for the time worked and travel for the contract period.

The successful application must inform the Bureau Administrator of any conflicts of interest (appearance of, or actual) that may arise prior to accepting the assignment or while engaged in the assignment.

SECTION 3 - Contract Terms and Conditions

A. Non-Exclusive Contract

Any resulting Contract from this RFP will be a non-exclusive Contract. The Agency reserves the right, at its discretion, to retain other contractors to provide any of the services or deliverables identified in this RFP or make an award by item, part or portion of an item, group of items, or total Proposal.

B. Award

If the Agency decides to award a contract as a result of this RFP process, any award is contingent upon approval of the contract by the Governor and Executive Council of the State of New Hampshire and upon continued appropriation of funding for the contract.

C. Standard Contract Terms

The Agency will require the selected vendor to execute a contract using the Standard Terms and Conditions of the State of New Hampshire (Form P-37) which is attached as Appendix A. In no event is a vendor to submit its own standard contract terms and conditions as a replacement for the State's terms in response to this solicitation.

The terms of this RFP and the selected vendor's Proposal will be used to form the terms of any resulting contract. The resulting contract may incorporate some or all the selected vendor's Proposal. References in the P-37 to Exhibits A, B and C are references to the required structure of any resulting contract (Exhibit A – Special Provisions/Amendments to the P-37, Exhibit B – Scope of Services, and Exhibit C – Payment Terms) and are not references to sections of this RFP.

To the extent that a vendor believes that exceptions to the contract terms in Appendix A will be necessary for the vendor to enter the contract, the vendor must note those issues during the Vendor Inquiry Period, as further described Section 4B.

SECTION 4 –Request for Proposal Process

A. Agency Point of Contact/Restriction of Contact with Agency Employees

The sole point of contact for this RFP, from the RFP issue date until the approval of the resulting contract by the Governor and Executive Council is:

Ashlee Fye at Ashlee.M.Fye@doe.nh.gov or 603-271-7382

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 NHED

regarding this RFP is prohibited unless first approved by the RFP Sole Point of Contact. NHED employees have been directed not to hold conferences and/or discussions concerning this RFP with any potential contractor during the selection process, unless otherwise authorized by the RFP Sole Point of Contact. Vendors may be disqualified for violating this restriction on communications.

B. Vendor Inquiries

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, any changes to the RFP, and any exceptions to the contract terms in Appendix A, including the Form P-37, shall be submitted via email to the Agency Point of Contact specified above. Inquiries must be received by the end of vendor inquiry period (see Schedule of Events herein).

The vendor must identify the RFP name and the number and include the vendor's name, telephone number, and e-mail address.

NHED will issue responses to properly submitted inquiries on or before the date specified in the Schedule of Events; however, this date is subject to change at NHED's discretion. NHED may consolidate and/or paraphrase questions for sufficiency and clarity. NHED may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. **In response to requested exceptions to P-37, NHED will review requested exceptions and accept, reject or note that it is open to negotiation of the proposed exception at its sole discretion. Questions about or requested exceptions to the RFP, Form P-37 and/or any relevant attachments not raised during the inquiry period are waived.** Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon NHED. Official responses by NHED will be made only in writing by the process described above. Vendors shall be responsible for reviewing the most updated information related to this RFP before submitting a proposal.

SECTION 5 – RFP Terms and Conditions

A. Debarment

Vendors who are ineligible to bid on proposals, bids or quotes issued by the Department of Administrative Services, Division of Procurement and Support Services pursuant to the provisions of RSA 21-I:11-c shall not be considered eligible for an award under this RFP.

B. Proposal Preparation Cost

By submitting a proposal, a vendor agrees that in no event shall NHED 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.

C. Validity of Proposal

Proposals must be valid for one hundred eighty (180) days following the deadline for submission of Proposals in Schedule of Events, or until the Effective Date of any resulting Contract, whichever is later.

D. RFP Addendum

NHED 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, NHED, at its sole discretion, may extend the Proposal submission deadline, as it deems appropriate.

E. Non-Collusion

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

F. Property of the Agency

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

G. Proposal Confidentiality

Unless necessary for the approval of a contract, the substance of a proposal must remain confidential until the Effective Date of any Contract resulting from this RFP. A vendor's disclosure or distribution of Proposals other than to NHED may be grounds for disqualification.

H. Public Disclosure

The information submitted in response to this RFP (including all materials submitted in connection with it, such as attachments, exhibits, addenda, and presentations), any resulting contract, and information provided during the contractual relationship may be subject to public disclosure under Right-to-Know Law, RSA 91-A:1 *et seq.* 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/>).

Confidential, commercial, or financial information may be exempt from public disclosure under RSA 91-A:5, IV. If a vendor believes any information submitted in response to this RFP should be kept confidential, the vendor must specifically identify that information where it appears in the submission in a manner that draws attention to the designation and must mark/stamp each page of the materials that the vendor claims must be exempt from disclosure as "CONFIDENTIAL." Vendors must also provide a letter to the person listed as the point of contact for this RFP, identifying the specific page number and section of the information you consider to be confidential, commercial or financial and providing your rationale for each designation. Marking or designating an entire proposal, attachment or section as confidential shall neither be accepted nor honored by

the State. Vendors must also provide a separate copy of the full and complete document, fully redacting those portions and shall note on the applicable page or pages that the redacted portion or portions are “confidential.”

Submissions which do not conform to these instructions by failing to include a redacted copy (if necessary), by failing to include a letter specifying the rationale for each redaction, by failing to designate the redactions in the manner required by these instructions, or by including redactions which are contrary to these instructions or operative law may be rejected by the State as not conforming to the requirements of the proposal.

Pricing, which includes but is not limited to, the administrative costs and other performance guarantees in Proposals or any subsequently awarded contract shall be subject to public disclosure regardless of whether it is marked as confidential.

Notwithstanding a vendor’s designations, the State is obligated under the Right-to-Know Law to conduct an independent analysis of the confidentiality of the information submitted in a proposal. If a request is made to the State to view or receive copies of any portion of the proposal, the State shall first assess what information it is obligated to release. The State will then notify you that a request has been made, indicate what, if any, information the State has assessed is confidential and will not be released, and specify the planned release date of the remaining portions of the proposal. To halt the release of information by the State, a vendor must initiate and provide to the State, prior to the date specified in the notice, a court action in the Superior Court of the State of New Hampshire, at its sole expense, seeking to enjoin the release of the requested information.

By submitting a proposal, vendors acknowledge and agree that:

- The State may disclose any and all portions of the proposal or related materials which are not marked as confidential and/or which have not been specifically explained in the letter to the person identified as the point of contact for this RFP;
- The State is not obligated to comply with a vendor’s designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted in your proposal; and
- The State may, unless otherwise prohibited by court order, release the information on the date specified in the notice described above without any liability to a vendor.

I. Electronic Posting of RFP Results and Resulting Contract

At the time of receipt of proposals, NHED will post the number of responses received with no further information. No later than five (5) business days prior to submission of a contract to the Department of Administrative Services, NHED will post the ranks or scores of each responding vendor. In the event that the contract does not require Governor & Executive Council approval, NHED will disclose the rank or score at least 5 business days before final approval of the contract.

Pursuant to RSA 91-A and RSA 9-F:1, the Secretary of State will post to the public any document submitted to Governor & Executive Council for approval, including contracts resulting from this RFP, and posts those documents on its website (<https://sos.nh.gov/administration/miscellaneous/governor-executive-council/>). By submitting a proposal, vendors acknowledge and agree that, in accordance with the above-mentioned statutes and policies, (and regardless of whether any specific request is made to view any document relating

to this RFP), any contract resulting from this RFP that is submitted to Governor & Executive Council for approval will be made accessible to the public online.

J. Non-Commitment

Notwithstanding any other provision of this RFP, this RFP does not commit NHED to award a contract. NHED 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.

K. Ethical Requirements

From the time this RFP is published until a contract is awarded, no vendor shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any vendor that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any vendor who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from bidding on the RFP, or similar request for submission and every such vendor shall be disqualified from bidding on any RFP or similar request for submission issued by any state agency. A vendor that was disqualified under this section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the Department of Administrative Services, which shall note that information on the list maintained on the state's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

L. Challenges to Identification of Selected Vendor

Within 5 business days of NHED's posting of the rank or score on its website, vendors may, in accordance with RSA 21-G:37, request that NHED review its selection process. The request must be in writing and must specify all points on which the vendor believes NHED erred in its process and shall contain such argument in support of its position as the vendor seeks to present. In its request for review, a vendor shall not submit, and NHED will not accept nor consider, any substantive information that was not included in the original proposal. NHED will respond to the request within five (5) business days of its receipt.

SECTION 6 – Evaluation of Proposals

Criteria for Evaluation and Scoring

NHED will evaluate each responsive Proposal using a scoring scale of 100 points, which will be distributed as set forth in the table below.

SCORING FOR REVIEW

Scoring Rubric – Technical Score (Proposals will be scored independently by Evaluation Team)					
Absolute Priority #1	30 points	25 points	20 points	15 points	Points Awarded
Knowledge of the federal requirements for CSI and TSI	Proposal addresses knowledge of federal requirements and how knowledge has been implemented with previous identified schools. Alignment to the priority is clear and strongly evident throughout project proposal.	Proposal addresses knowledge of the federal requirements. Alignment to priority is evident throughout project proposal.	Proposal addresses knowledge of the federal requirements. Alignment to priority is somewhat evident throughout project proposal.	Proposal lacks understanding of federal requirements. Proposal is out of alignment with the priority.	
Absolute Priority #2	20 points	15 points	10 points	5 points	Points Awarded
Demonstrated expertise in operating or supporting unique, innovative or non-traditional instructional environments in support of generally disadvantaged	Proposal demonstrates expertise in support of generally disadvantaged student populations. Alignment to priority is clear and strongly evident	Proposal demonstrates expertise in support of generally disadvantaged student populations. Alignment to priority is somewhat evident throughout	Proposal demonstrates some expertise in support of generally disadvantaged populations. Alignment to priority is	Proposal lacks demonstration of expertise. Proposal is out of alignment with priority.	

student populations.	throughout project proposal.	project proposal.	not evident throughout project proposal.		
Absolute Priority #3	20 points	15 points	10 points	0 points	Points Awarded
Demonstrated expertise in developing and training educators to effectively work in unique, innovative, or non-traditional instructional environments in support of generally disadvantaged student populations.	Proposal demonstrates expertise in educator training. Alignment to priority is clear and strongly evident throughout project proposal.	Proposal demonstrates some expertise in educator training. Alignment to priority is somewhat evident throughout project proposal.	Proposal demonstrates some expertise with educator training. Alignment to priority is not evident throughout project proposal.	Proposal lacks evidence of expertise. Proposal is out of alignment with priority	
Absolute Priority #4	20 points	15 points	10 points	0 points	Points Awarded
Demonstrated expertise in operating or supporting unique, innovative, or non-traditional instructional environments that connects students to and engages students with community resources, including the business community for high school students.	Proposal demonstrates expertise connecting and engaging students with the community. Alignment to priority is clear and strongly evident throughout the proposal.	Proposal demonstrates expertise connecting and engaging students with the community. Alignment to the priority is somewhat evident throughout this proposal.	Proposal shows limited expertise in connecting and engaging students with the community Alignment to the priority is not evident throughout this proposal.	Proposal lacks evidence of expertise. Proposal is out of alignment with priority	
Cost Summary	10 Points	8 Points	6 Points	0 Points	Points Awarded

	<p>Cost summary narrative is logical, easy to understand, and aligns with needs.</p> <p>Budget is fair, reasonable, and complete.</p>	<p>Cost summary narrative describes needs.</p> <p>Budget is complete.</p>	<p>Cost summary narrative is illogical and/or does not align with needs.</p> <p>Budget lacks detail</p>	<p>Cost summary narrative lacks description and/or is not aligned to needs.</p> <p>Budget is incomplete and/or unreasonable</p>	
Total Points Awarded Out of 100:					

NHED will select a vendor based upon the criteria and standards contained in this RFP and from applying the weighting in this section. Oral interviews and reference checks, to the extent they are utilized by NHED, will be used to refine and finalize scores.

If NHED, decides to make an award based on these evaluations, NHED will notify the selected vendor(s). Should NHED be unable to reach agreement with the selected vendor(s) during Contract discussions, NHED may then undertake contract discussions with the next preferred vendor and so on, or NHED may reject all proposals, cancel this RFP, or solicit new Proposals under a new acquisition process.

A. Planned Evaluations Steps

NHED plans to use the following process:

- Step 1. Initial screening to ensure that the Proposals are in compliance with submission requirements;
- Step 2. Preliminary evaluation of the Technical Proposals; and
- Final Selection: Select the highest scoring vendor(s) and begin contract execution.

B. Step 1: Initial Screening

NHED will conduct an initial screening to verify vendor compliance with the proposal submission requirements set forth in Sections 4 and 7. NHED may waive or offer a limited opportunity to cure immaterial deviations from the RFP requirements if it is determined to be in the best interest of the State.

C. Step 2: Preliminary Technical Scoring of Proposals

NHED will establish an evaluation team to review for compliance of the minimum requirements as set forth in Section 2. This evaluation team will then review the technical proposals and give a preliminary score to the technical proposals under the guidelines set forth in Section 6. Should a vendor fail to achieve 75 Points in the preliminary technical scoring, it will receive no further consideration from the evaluation team and the vendor's price proposal will be returned unopened. Price proposals will not be reviewed by the evaluation team during the preliminary technical review.

D. No Best and Final Offer

The Proposal should be submitted initially on the most favorable terms which the vendor can offer. There will be no best and final offer procedure.

E. Rights of the Agency in Accepting and Evaluating Proposals

NHED reserves the right, at its sole discretion, to:

- Make independent investigations in evaluating proposals;
- Request additional information to clarify elements of a proposal;
- Waive minor or immaterial deviations from the RFP and contract requirements, if determined to be in the best interest of the State;
- Omit any planned evaluation step if, in NHED's view, the step is not needed;
- Reject any and all proposals at any time; and

- Open contract discussions with the second highest scoring vendor and so on, if NHED is unable to reach an agreement on contract terms with the higher scoring vendor(s).

SECTION 7 – Process for Submitting a Proposal

A. Proposal Submission, Deadline, and Location Instructions

Proposals submitted in response to this RFP must be received no later than September 20, 2023 at 4:00pm.

The Price proposal must be labeled clearly and submitted separately from the technical proposal. Unless waived as a non-material deviation in accordance with Section 6, late submissions will not be accepted and will be returned to the vendors 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 NHED, in accordance with its established policies, as having been received at the location designated below. NHED accepts no responsibility for damaged, mislabeled, or undeliverable mailed or emailed proposals. Any damage that may occur due to shipping shall be the vendor's responsibility.

Proposals must include one electronic copy of the Proposal with all Confidential Information fully redacted, as provided for in Section 5H of this RFP.

Proposals must be delivered electronically via e-mail. See details below.

Please send emails to Ashlee Fye, Ashlee.M.Fye@doe.nh.gov. The *subject line must include*: "RESPONSE TO RFP: RFP-NHED-Bureau of Instructional Support-CSI/TSI-2023-04."

Electronic submissions must be submitted using the following criteria:

- a) Searchable PDF Format
- b) Files must be less than 10MB in size.
Exception: If files are greater than 10MB in size, the vendor will be required to submit their proposal in parts. It is the vendors responsibility to ensure a complete proposal is submitted.

SECTION 8 – Proposal Content and Requirements

Proposals shall follow the below format and provide the required information set forth below:

1. Cover page
2. Table of Contents
3. Transmittal letter: Significance of proposal
4. Technical Proposal:
 - a. Technical Skill
 - b. Demonstration of Content Knowledge
 - c. Evidence of Outcome-Based

- d. Evidence of Turnaround Principles
- 5. Price Proposal: must be submitted separately and include a budget for three years of services.

SECTION 9 – Additional Documents Required at Time of Contract Signing

Certificate of Authority - Granting the person signing the contract documents the authority to do so. The person signing the contract cannot be the same person signing the Certificate of Authority. Please note, if the Certificate of Authority makes mention of the company By-laws, a copy of the By-laws will also need to be provided.

Certificate of Insurance - See Section 14. and 15. of the General Provisions, P-37 (Appendix A), for the necessary coverage. Please note, the Department of Education will need to be the “Certificate Holder”.

Certificate of Good Standing – Issued by the Secretary of State of New Hampshire.

Unique Entity Identification Number (UEI#) - The Unique Entity ID (UEI#) is a 12-character alphanumeric ID assigned to an entity (business or individual) by SAM.gov. On April 4, 2022, the unique entity identifier used across the Federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). All entities, business or individuals who receive Federal Funds through a contract must have a UEI#. To obtain a UEI# go to the [SAM.GOV](https://sam.gov) website and click on ‘Get Started’.