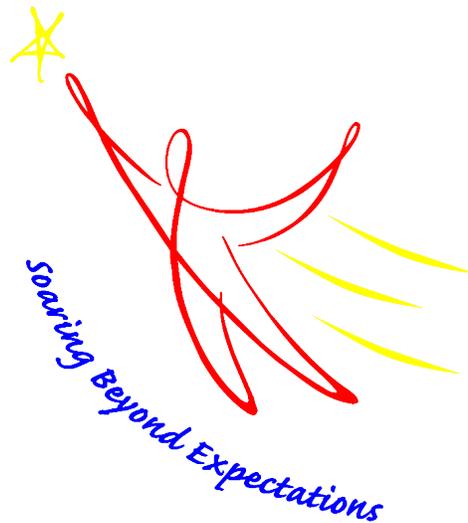




New Hampshire

Department of Education



Nita M. Lowey 21st Century Community Learning Centers (21st CCLC)

Comprehensive Statewide Evaluation Request for Proposals (RFP) 2022-2025

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Application Due Date: 2/02/2022

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: Title 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, and NH Law against discrimination (RSA 354-A).

Auxiliary aids and services are available upon request to individuals with disabilities.

Section 1 – Overview and Schedule

A. Executive Summary

The New Hampshire Department of Education (NHDOE) is charged with ensuring performance standards are upheld by raising academic standards and measuring student performance to promote educational excellence and provide continuous improvement opportunities.

Federal legislation requires state education agencies which receive 21st CCLC funds to provide a comprehensive statewide evaluation of the effectiveness of programs, in accordance with the Measure of Effectiveness (*ESSA Section 4205(b)(1)*) and activities. The goals of the comprehensive statewide evaluation are to:

- a) identify characteristics associated with the effectiveness of 21st CCLC subgrantees and activities;
- b) collect and compile data to document the extent to which the 21st CCLC subgrantees are meeting their federal, state and local goals;
- c) analyze and disseminate statewide data findings and trends to NHDOE, its grantees, and other stakeholders to strengthen the out-of-school time field and providing a continuous improvement process; and
- d) increase the capacity of 21st CCLC subgrantees to monitor their own operation activities to improve program quality.

The NHDOE 21st CCLC Office is accepting vendor proposals to provide an annual comprehensive evaluation report incorporating the newly implemented Government and Performance Results Act (GPRA) measures (Appendix A).

B. Schedule

The following table provides a schedule of events for this RFP through contract finalization and approval. The Agency reserves the right to amend this schedule at its sole discretion and at any time through a published addendum.

EVENT	DATE	LOCAL TIME
RFP Released to Proposers (Advertisement)	1/12/2022	3:00pm
Proposer Inquiry Period Ends	1/19/2022	3:00pm
Final Agency Responses to Proposer Inquiries	1/21/2022	3:00pm
Proposers Submit Proposals	2/02/2022	3:00pm
Estimate Timeframe for Proposer Oral Presentations and Interviews (if applicable)	TBD	TBD
Estimated Notification of Selection and Begin Contract Negotiations	TBD	TBD

C. Section 2 - Description of Agency/Program Issuing the Request for Proposals

The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) program is a federal program funded under Title IV, Part B of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA). This federal funding stream focuses on out of school time programming for expanded academic enrichment opportunities for children attending high poverty schools. Tutorial services and academic

enrichment activities are designed to help students meet local and state academic standards in subjects such as reading and math. In addition, programs may provide youth development activities, drug and violence prevention programs, technology education programs, art, music, recreation, counseling, and character education to enhance the academic component of the program.

The goal of the 21st CCLC program is to raise student academic achievement through the creation and expansion of community learning centers that provide students with academic enrichment opportunities as well as additional activities designed to complement their regular academic program. Centers can be located in elementary, middle or secondary schools or similarly accessible facilities. They provide a range of high quality services to support student learning and development, including tutoring and mentoring, homework help, academic enrichment (e.g., hands-on science or technology programs), and community service opportunities, as well as music, arts, sports and cultural activities (ESSA Sec. 4203(14)).

D. Section 3 – Proposed Scope of Work

The following activities can be modified as needed, based upon direction from the NHDOE, within the overall scope of effort:

Performance Indicator 1: State-wide Report Annually Beginning 2021-2022

- The vendor will create a comprehensive statewide evaluation report summarizing the data from 2021-2022 and annually thereafter, following a conceptual framework, including logic models with measures. The data will include student demographics, meeting the Federal GPRA goals (see Appendix A), as well as the results of the surveys completed by principals, program directors, staff coordinators, older youth, younger youth and parents. The report will focus on a quantitative and qualitative summary of the available data in order to meet the Measures of Effectiveness required by the USED for continuous improvement –

ESSA Section 4205(b)(1) For a program or activity developed pursuant to this part to meet the measures of effectiveness, monitored by the State educational agency, such program or activity shall -

A. be based upon an assessment of objective data regarding the need for before and after school (or summer recess) programs and activities in the schools and communities;

B. be based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment opportunities;

C. if appropriate, be based upon evidence-based research that the program or activity will help students meet the challenging State academic standards and any local academic standards;

D. ensure that measures of student success align with the regular academic program of the school and the academic needs of participating students and include performance indicators and measures described in section 4203(a)(14)(A); and

E. collect the data necessary for the measures of student success described in subparagraph (D).

- The vendor will create specialized executive summaries that can be shared and/or presented by the vendor with stakeholders.

- The vendor will include overall evaluation logic model development of how all the different pieces of data relate to each other based off the data provided by the NHDOE.

Performance Indicator 2: 21st CCLC Subgrantee Technical Assistance for Evaluation

Only for First Year of Contract

- The vendor will support 21st CCLC subgrantees to consider the realities of change initiatives, explore the root causes behind the data they're analyzing, consider the implications of the data for various levels of the program quality and make improvement plans based on their data.
- The vendor will follow the Measure of Effectiveness (*ESSA Section 4205(b)(1)*) to provide assistance with the continuous improvement processes to the state and 21st CCLC subgrantees.

Section 4 – Process for Submitting a Proposal

**A. Proposal Submission, Deadline, and Location
Instructions**

Proposals submitted in response to this RFP must be received by the NHDOE, no later than the time and date specified in the schedule section, herein. Proposals are to be submitted electronically in email format as a PDF. If your RFP is too large for a single email, you may divide the RFP into as many sections as needed to email. Be sure the documents are clearly named, for example; company name and section 1 of 3. Email your proposal to Emily Fabian at Emily.A.Fabian@doe.nh.gov.

Unless waived as a non-material deviation in accordance with Section 6B, late submissions will not be accepted and will be returned to the proposers unopened. The time of receipt shall be considered when a proposal has been officially received via email by the agency, in accordance with its established policies, as having been received at the email address designated above.

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

Two electronic (email) copies of the proposal as a PDF, one with all confidential information fully redacted and one without all confidential information fully redacted, as provided for in Section 7E of this RFP.

Proposers 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 proposal.

B. Proposal Inquiries

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be submitted via email to the following RFP designated points of contact:

To: Emily.A.Fabian@doe.nh.gov

Inquiries must be received by the agency's RFP points of contact no later than the conclusion of the proposer inquiry period (see schedule of events section, herein). Inquiries received later than the conclusion of the proposer inquiry period shall not be considered properly submitted and may not be considered.

The agency intends to issue official responses to properly submitted inquiries on or before the

date specified in the schedule section, herein; however, this date is subject to change at the agency's discretion. The agency may consolidate and/or paraphrase questions for sufficiency and clarity. The agency 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 agency. Official responses by the agency 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.

C. Restriction of Contact with Agency Employees

From the date of release of this RFP until an award is made and announced regarding the selection of a proposer, all communication with personnel employed by or under contract with the agency regarding this RFP is forbidden unless first approved by the RFP points of contact listed in the proposal inquiries section, herein. Agency 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 Points of Contact. Proposers may be disqualified for violating this restriction on communications.

D. Validity of Proposal

Proposals must be valid for 45 days following the deadline for submission of proposals in schedule of events, or until the effective date of any resulting contract, whichever is later.

Section 5 - Content and Requirements for a Proposal

Proposals shall follow the below format and provide the required information set forth below, *proposals are asked to create a separate document with answers to each below categories and subcategories:*

1. Project Abstract (5 points)

The Project Abstract must briefly explain the overall project and the applicant's commitment and capacity in one page or less.

2. Narrative Proposal (20 points total)

A document, up to four pages in length that outlines the five-year proposal for the comprehensive annual statewide evaluation system. The evaluation system must be designed to:

- i. identify characteristics associated with the effectiveness of 21st CCLC subgrantees and activities;
- ii. collect and compile data to document the extent to which the 21st CCLC subgrantees are meeting their federal, state, and local targets and goals;
- iii. analyze and disseminate statewide data findings and trends to NHDOE, its grantees, and other stakeholders to strengthen the out-of-school time field and providing a continuous improvement process; and
- iv. increase the capacity of 21st CCLC subgrantees to monitor their own operation activities to improve program quality.

3. Scope of Work (25 points total)

Provide a scope of work addressing the following goals of the comprehensive statewide evaluation system, detail the project; goals, objectives, strategies and tasks, deliverables and outcomes, metrics and logic models, responsibilities, and timeline:

- i. collect and compile data to document the extent to which the 21st CCLC subgrantees are meeting their federal, state, and local targets and goals;
- ii. analyze and disseminate statewide data findings and trends to NHDOE, its 21st CCLC subgrantees, and other stakeholders to strengthen the out-of-school time field and develop a continuous improvement process for the state and 21st subgrantees; and
- iii. support 21st CCLC subgrantees to consider the realities of change initiatives, explore the root causes behind the data they're analyzing, consider the implications of the data for various levels of the program quality and make improvement plans based on their data. Assistance with the continuous improvement processes to 21st CCLC subgrantees and the state.

4. Quality of Personnel (10 points)

The applicant should provide a list of all full-time staff members who will be assigned to this project, include the names and professional backgrounds of each. As well, please identify which management staff who would directly handle this project and their related qualifications and background experience.

5. Resources, Commitment, and Capacity (10 points)

The applicant should describe projects that have been undertaken in the past related to 21st CCLC or another comprehensive statewide evaluation and continuous improvement technical assistance (TA) and review the infrastructure that is in place to assure the success of this project.

6. Budget (10 points)

This section provides information to demonstrate that the project has an appropriate budget for the program and is cost-effective. The applicant must submit a proposed budget outlining the cost for each year of the three (3) year proposal. The applicant must provide a budget detail identifying expenditures for each of the two (2) performance indicators of the scope of work.

Section 6 – Evaluation of Proposals

A. Criteria for Evaluation and Scoring

Each proposal will be evaluated and considered with regard to the following criteria:

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

The agency will use a scoring scale of 100 points, a maximum of 80 points awarded based on the proposal categories, a maximum of 20 points awarded for the price proposal, which will be distributed as set forth in the table below:

The agency will select a proposer 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 the agency, will be used to refine and finalize scores.

B. Planned Evaluations

The agency plans to use the following process:

1. Initial screening to ensure that the proposals are in compliance with submission requirements;
2. Preliminary evaluation of the proposals;

PROPOSAL CATEGORY MAXIMUM POINTS	POINTS
1. Project Abstract	5
2. Narrative Proposal	20
3. Scope of Work	25
4. Quality of Personnel	10
5. Resources, Commitment, and Capacity	10
6. Budget	<u>10</u>
	80
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PRICE PROPOSAL POTENTIAL MAXIMUM POINTS	20
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TOTAL POTENTIAL MAXIMUM POINTS AWARDED	100

3. Oral interviews and product demonstrations (if necessary);
4. Final evaluation of qualifications, experience and scoring;
5. Select the highest scoring proposer and begin contract negotiation.

C. Initial Screening

The agency will conduct an initial screening step to verify proposer compliance with the qualifications and experience submission requirements set forth in the RFP and the minimum content set forth in Section 5 of this RFP. The agency 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.

D. Preliminary Technical Scoring of Proposals

The agency will establish an evaluation team to initially score the proposals. This evaluation team will review the proposals points awarded based on the proposal categories and given a preliminary score out of 80 points under the guidelines set forth in Section 6A. Criteria for evaluation and scoring. Proposers are advised that this is not a low bid award and that the scoring of the price proposal will be combined with the scoring of the proposal categories to determine the overall highest scoring proposer. Should a proposer fail to achieve 60 points in the preliminary scoring, it will receive no further consideration from the evaluation team.

Note: The following formula will be used to assign points for costs:

Proposer's Price Score = (Lowest Proposed Price/Proposer's Proposed Price) x Number of Points for Score

E. Oral Interviews and Product Demonstrations

If the agency determines that it is appropriate, proposers may be invited to oral interviews and/or product demonstrations including demonstrations of any proposed automated systems or technology components. The agency retains the sole discretion to determine whether to conduct oral interviews, with which proposers; and the number of interviews. Proposers are advised that the agency may decide to conduct interviews with less than all responsive proposers.

The purpose of oral interviews and product demonstrations is to clarify and expound upon information provided in the written proposals. Proposers are prohibited from altering the basic substance of their proposals during the oral interviews and product demonstrations. The agency may ask the proposer to provide written clarifications of elements in their technical proposal regardless of whether it intends to conduct oral interviews.

Information gained from oral interviews and product demonstrations will be used to refine technical review scores assigned from the initial review of the proposals.

F. Final Technical Scoring of Proposals

Following oral interviews, product demonstrations, reference checks (if appropriate) and/or review of written clarifications of proposals requested by the agency, the evaluation team will determine a final score for each proposal.

G. No Best and Final Offer

The proposal should be submitted initially on the most favorable terms which the proposer can offer. There will be no best and final offer procedure. The proposer should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the proposal.

H. Final Selection

The agency will conduct a final selection based on the final evaluation of the proposals and begin contract negotiations with the selected proposer.

I. Rights of the Agency in Accepting and Evaluating Proposals

The Agency reserves the right to:

1. Make independent investigations in evaluating Proposals;
2. Request additional information to clarify elements of a Proposal;
3. Waive minor or immaterial deviations from the RFP requirements, if determined to be in the best interest of the State;
4. Omit any planned evaluation step if, in the Agency's view, the step is not needed;
5. At its sole discretion, reject any and all Proposals at any time; and
6. Open contract discussions with the second highest scoring Proposer and so on, if the Agency is unable to reach an agreement on Contract terms with the higher scoring proposer(s).

Section 7 – Terms and Conditions Related to the RFP Process

A. RFP Addendum

The agency 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 agency, at its sole discretion, may extend the proposal submission deadline, as it deems appropriate.

B. Non-Collusion

The proposer'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 proposers and without effort to preclude the agency from obtaining the best possible competitive proposal.

C. Property of the Agency

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

D. Confidentiality of a Proposal

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 proposer's disclosure or distribution of proposals other than to the agency will be grounds for disqualification.

E. Public Disclosure

Pursuant to RSA 21-G:37, all responses to this RFP shall be considered confidential until the award of a contract. At the time of receipt of proposals, the agency 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 pursuant to this RFP, the agency will post the name, rank or score of each proposer. In the event that the contract does not require Governor & Executive Council approval, the agency shall disclose the rank or score of the proposals at least five (5) business days before final approval of the contract.

The content of each proposer's proposal shall become public information upon the award 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/>). However, 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 this 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 must mark/stamp each page of the materials that you claim must be exempt from disclosure as "CONFIDENTIAL". A designation by the proposer of information it believes exempt does not have the effect of making such information exempt. The agency will determine the information it believes is properly exempted from disclosure. 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, proposer pricing will be subject to disclosure upon approval of the contract. The agency 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 agency to view portions of a proposal that the proposer has properly and clearly marked confidential, the agency will notify the proposer of the request and of the date the agency plans to release the records. By submitting a proposal, proposers agree that unless the proposer obtains a court order, at its sole expense, enjoining the release of the requested information, the agency may release the requested information on the date specified in the agency's notice without any liability to the proposers.

The successful bidder will be required to provide the Department with the following information:

1. 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)
2. You will receive an e-mail containing the vendor code.
3. If you are contracting under a business name, you must also register your business with the Secretary of State's office. Here is the link:
<https://quickstart.sos.nh.gov/online/Account/LandingPage> (See NH QuickStart). You will need to provide a Certificate of Good Standing, dated after April 1, which you can obtain after you have registered your company.
4. Certificate of Insurance (see Section 14 of the General Provisions, P-37, for the necessary coverage). Please note, the NHDOE will need to be the "Certificate Holder".

F. Non-Commitment

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

G. Proposal Preparation Cost

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

H. Ethical Requirements

From the time this RFP is published until a contract is awarded, no bidder 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 bidder that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any bidder 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 bidder shall be disqualified from bidding on any RFP or similar request for submission issued by any state agency. A bidder 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.

I. Challenges on Form or Process of the RFP

Any challenges regarding the validity or legality of the form and procedures of this RFP, including but not limited to the evaluation and scoring of proposals, shall be brought to the attention of the agency at least ten (10) business days prior to the proposal submission deadline. By submitting a proposal, the proposer is deemed to have waived any challenges to the agency's authority to conduct this procurement and the form and procedures of this RFP.

Section 8 – Contract Terms and Award

A. Award

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

B. Standard Contract Terms

The agency will require the successful bidder to execute a firm fixed price contract using the Standard Terms and Conditions of the State of New Hampshire which is attached as Appendix A.

The term of the contract will be for three (3) years from the date of approval, based on receipt of federal appropriations and Governor and Executive Council approval.

To the extent that a proposer believes that exceptions to the standard form contract will be necessary for the proposer to enter into the agreement, the proposer should note those issues during the proposer inquiry period. The agency will review requested exceptions and accept, reject or note that it is open to negotiation of the proposed exception at its sole discretion. If the agency accepts a proposer's exception the agency will, at the conclusion of the inquiry period, provide notice to all potential proposers of the exceptions which have been accepted and indicate that exception is available to all potential proposers. Any exceptions to the standard form contract that are not raised during the proposer inquiry period are waived. In no event is a proposer to submit its own standard contract terms and conditions as a replacement for the state's terms in response to this solicitation.