

**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF EDUCATION**  
25 Hall Street  
CONCORD, NEW HAMPSHIRE 03301

**DATE OF CHANGE: 6/3/22**

**ADDENDUM #1 – RFP 2022-NHED-Project Design and Evaluation-01**

**DATE OF BID CLOSING: 6/8/22**

**TIME OF BID CLOSING: 4:00 PM ET**

**FOR:** In School and 21st CCLC Afterschool: Project Design and Evaluation

**CLARIFICATIONS:**

**Question 1:** We submitted a response to the Comprehensive Statewide Evaluation RFP 2022-2025 that was published on 1/12/22 with a due date of 2/2/22, and we're wondering what the reasoning was for reissuing the RFP?

**Answer:** NH made the decision to reissue the Request for Proposals (RFP) with a clearer scoring rubric and scope of services.

**Question 2:** Is this RFP replacing the one earlier this year RFP 2022-2025?

**Answer:** Yes, this is replacing the previous issued 'Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21st CCLC) Comprehensive Statewide Evaluation Request for Proposals (RFP) 2022-2025'.

**Question 3:** Is there an incumbent that will be invited to submit a response to this solicitation?

**Answer:** No, this RFP is issued as an open RFP.

**Question 4:** Under Competitive Priority #1 on Page 5 it is stated that the vendor will include overall evaluation logic model development in the final report. Has a Logic Model already been developed, or will the vendor need to develop the referenced logic model?

**Answer:** No, the vendor will create a proposal to meet the New Hampshire Department of Education's (NHED) needs.

**Question 5:** Can you confirm that all surveys and data collection that will be reported on is being collected by the sub grantees and not the selected vendors?

**Answer:** Yes, the NHED will provide this data to the vendor.

**Question 6:** Does NHED have any preference for the format of the Technical Assistance described in Absolute Priority #2? For example, is there a preference for site visits, technical assistance lines, conferences etc?

**Answer:** NHED is looking for a vendor to propose a technical assistance model that meets the needs of the field.

**Question 7:** Does NHED have any preference for the format of Professional Development described in Absolute Priority #3? For example, is there a preference for webinars, in-person sessions, or ongoing informal technical assistance?

**Answer:** NHED is looking for a vendor to propose a professional development plan.

**Question 8:** On page 10 of the RFP the Cost Summary is given 10 points, but it is listed as having a maximum potential score of 18 points on page 11. Can you confirm which is correct?

**Answer:** The NHED made a clerical error; the 'Cost Summary' is given 10 points.

**Question 9:** In describing the requirements of the Cost Summary, the RFP uses the term estimates and also as-needed services. Can you NHED confirm whether this will be a firm fixed-price contract or a time and materials contract for hours spent?

**Answer:** The contract will have a fixed price, although monthly invoices will reflect actual costs not to exceed the fixed contract price.

**Question 10:** Does NHED have a preferred proposal page length?

**Answer:** No.

**Question 11:** Would NHED consider extending the proposal submission deadline to Monday, June 13th at 4pm to allow more time to prepare a response?

**Answer:** No.

**Question 12:** Is there an incumbent evaluator?

**Answer:** Currently NHED does not have a statewide evaluator for 21st CCLC.

**Question 13:** Has the state deployed a 21st CCLC program attendance and activity reporting data collection system that results in student-level data being reported by subgrantees? If so, can a description of that system be provided?

**Answer:** Yes, the state requires its 21st CCLC subgrantees to provide data to the TransAct Communications, LLC dba Cayen Systems and certify this data with the state annually, in order to meet federal requirements. The current data system is private to protect the integrity of the data.

**Question 14:** Has the state adopted a particular quality improvement process or tool(s) for use by 21st CCLC subgrantees (e.g., the Youth Program Quality Assessment, Continues Improvement Process for After School)? If so, can a description of the quality improvement process being provided, including what data may be available from this system to support evaluation efforts?

**Answer:** No.

**Question 15:** What is the estimated level of effort or budget associated with this contract?

**Answer:** NHED is seeking proposals that meets the needs outlined in the request. Please see pg. 5 'Competitive Preference Priority #1'.

**Question 16:** Who is responsible for the administration of principal, program director, staff coordinator, older youth, younger youth, and parent surveys? How are these data collected, and how are the data maintained and shared?

**Answer:** The NHED works with the 21<sup>st</sup> CCLC grantees to administer the surveys. The vendor is not responsible for administering the 21st CCLC surveys, any data needed will be provided by the NHED to the vendor in accordance with NH privacy laws.

**Question 17:** Has the state adopted other performance indicators beyond those associated with the GPRA reporting process?

**Answer:** No.

**Question 18:** Are subgrantees required to submit local evaluations? If so, how do local evaluation requirements mesh with the statewide evaluation? How are local evaluation efforts connected to continuous improvement approaches?

**Answer:** They are required to comply with the Government Performance Results Act (GPRA) measures.

**Question 19:** What would be the expected contract start date?

**Answer:** Subject to Governor and Council approval, the contract is estimated to be awarded prior to the beginning of the 2022-2023 school year.

**AGENCY CONTACT:** Emily Fabian  
**E:Mail:** [Emily.A.Fabian@doe.nh.gov](mailto:Emily.A.Fabian@doe.nh.gov)

**NOTE:** ALL CHANGES TO BID SOLICITATION NOTED IN ADDENDUMS WILL SUPERSEDE PREVIOUSLY SUBMITTED DOCUMENTS AND MUST BE SUBMITTED WITH THE BID. ALL OTHER SPECIFICATIONS REMAIN UNCHANGED AND VALID.

BIDDER \_\_\_\_\_ ADDRESS \_\_\_\_\_

BY \_\_\_\_\_  
(this document must be signed)

\_\_\_\_\_ TEL. NO. \_\_\_\_\_  
(please type or print name)

**Please visit:** <https://das.nh.gov/purchasing/vendorresources.aspx> (click on "Bid and Proposals") for complete bid and addendums.