

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
CONCORD, NEW HAMPSHIRE 03301

DATE OF CHANGE: 1/13/23

ADDENDUM #1 – RFP 2023-NHED-GOV-01

DATE OF BID CLOSING: 1/25/23

TIME OF BID CLOSING: 4:00 PM ET

FOR: Hearing Officer and Alternative Dispute Resolution Officer

CLARIFICATIONS:

Question 1: In the next to last paragraph on Page 6, it states, "The formal proposal shall address the three factors specified in the second paragraph under **Bid Procedures** above." However, I do not see a section called "Bid Procedures," or reference to that phrase anywhere. Could you clarify?

Answer: The proposal shall include (1) a signed and written statement explaining knowledge in specific areas of law and a comprehensive resume; (2) a plan for services that details how the candidate anticipates maintaining electronic and telephonic security, communicating in a timely manner, adhering to Department dispute resolution procedures as outlined the in the Hearing Officers' Guide to Administrative Process, ensuring adherence to statutory timelines, and how the candidate anticipates advancing cooperation and teamwork with the Department of Education, and (3) a short essay on how to deal with challenging participants in the adjudicative process.

Question 2: In the chart on Page 10, toward the bottom underneath the word "Payment," it states, "(Less \$100.00 upon acceptance)." I am not sure what that means. Could you clarify?

Answer: Please see the single asterisk notation under the chart:

“*If travel involved or an unusual situation arises, this money will be applied to the amount before any additional payment is authorized.” Should be Less \$150.00 upon acceptance – not \$100.

Question 3: The Request for Proposal has several references to the Hearing Officers' Guide to Administrative Process. The only version I can find online is dated April 14, 2011. Is there a more recent guide, and if so, could you provide a link? Thank you.

Answer: The 2011 edition is the current edition. A revision is in the works.

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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.