



New Hampshire

# Department of Education

Bureau of Student Support  
101 Pleasant Street  
Concord, New Hampshire 03301

October 22, 2020

## REQUEST FOR PROPOSALS

RFP #SPED-2020-04

### New Hampshire Vision Teacher American Printing House for the Blind APH Scholar

#### EXECUTIVE SUMMARY

The New Hampshire Department of Education, Bureau of Student Support, is seeking proposals for an individual to provide technical assistance, resources and training to school personnel responsible for providing services to New Hampshire students with visual impairments with regards to the American Printing House for the Federal Act to Promote the Education of the Blind, the National Accessible Instructional Materials Standard and the official braille codes transition to Unified English Braille based on the Braille Authority of North America (BANA).

The individual will support the New Hampshire Department of Education, Bureau of Student Support in providing information and resources to the New Hampshire Vision Teacher Community of Practice and professional development for all educators regarding the Federal Act to Promote the Education of the Blind, the American Printing House for the Blind Federal Quota Count, the American Printing House for the Blind educational materials, the National Accessible Instructional Materials Standard and the official codes transition to Unified English Braille based on the transition Braille Authority of North America (BANA).

The Department expects to award a two-year contract effective July 1, 2021 to one individual contractor. The anticipated cost for the contract is for \$65.00 per hour, to include in-state travel time for a total of \$30,000.00 for each fiscal year. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed the amount of \$30,000.00 annually, or \$60,000.00 for the two-year period.

All advisory committees are encouraged to distribute this Request for Proposals (RFP) to any/all qualified individuals/organizations.

## SCHEDULE

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

<i>Event</i>	<i>Date</i>	<i>Local Time</i>
RFP Released to Proposers (Advertisement)	10/22/2020	
Proposer Inquiry Period Ends	11/2/2020	4:00pm
Proposers Submit Proposals	11/23/2020	4:00pm
Estimate Timeframe for Proposer Oral Presentation and Interview (if applicable)	Week of 12/7/2020	
Estimated Notification of Selection and Begin Contract Negotiations	1/4/2021	

## DESCRIPTION OF THE DEPARTMENT OF EDUCATION, BUREAU OF STUDENT SUPPORT

The Bureau of Student Support is charged with providing oversight and implementation of federal and State laws that ensure a free appropriate public education for all children and youth with disabilities in New Hampshire. Given this charge, the Mission is to improve educational outcomes for children and youth with disabilities by providing and promoting leadership, technical assistance and collaboration statewide. Through close coordination with the Department's general curriculum and instruction activities, the Bureau of Student Support guides and directs a comprehensive array of statewide educational initiatives.

Priorities to be addressed within the applicant's proposal:

### **Priority 1:**

Support the Bureau regarding the Federal Act to Promote the Education of the Blind; the American Printing House for the Blind Federal Quota Count, the American Printing House for the Blind educational materials, resources and trainings and New Hampshire Accessible Educational Materials: National Instructional Materials Access Standard and the National Center for Universal Design for Learning to promote understanding when dealing with the variability and barriers for students who are blind and visually impaired and in the development of source files for textbooks or when developing the best system for the production and delivery of textbooks and instructional materials to students who are blind or print disabled to promote personalized learning and literacy. Resources are located at:

- <https://www.Aph.org>
- <https://www.aem.org>
- <https://www.cast.org>

### **Priority 2:**

Build a **technical assistance** toolkit to provide training modules to support a combination of virtual; face-to-face and hybrid statewide coaching to teachers, families and teams regarding the official braille codes transition to Unified English Braille based on the Braille Authority of North America (BANA) found at:

<http://www.brailleauthority.org/ueb.html>

### **Priority 3:**

**Coordinate with the New Hampshire Department of Education to build and coordinate** the New Hampshire Vision Education virtual platform offering professional learning content eLearning opportunities to families and educators related to visual impairment, relevant to serving students from birth through graduation that incorporates information and trainings from national organizations such as the American Printing House for the Blind, National Federation for the Blind, National Accessible Educational Materials, and the National Instructional Center to promote understanding and meet requirements to upscale and implement National Instructional Materials Accessibility (AEM) Standard to implement AEM Quality Indicators and content areas including, but not limited to: Assessment, Early Childhood, Core Curriculum and Expanded

Core Curriculum and the development of source files for textbooks or when developing the best system for the production and delivery of textbooks and instructional materials to students who are blind or print disabled. Resources at located at:

- [http://www.education.nh.gov/instruction/special\\_ed/nhaim.htm](http://www.education.nh.gov/instruction/special_ed/nhaim.htm)

**Priority 4:**

Design and provide technical assistance to districts providing ongoing face to face, virtual, and hybrid coaching to teachers and families regarding specially designed instruction and accessibility accommodations to meet the unique needs of a child with a disability to ensure access of the child to the general curriculum, in order for the child to meet the educational standards within the jurisdiction of the public agency that applies to all children based upon the relevant functional developmental, expanded core curriculum, and academic information that is gathered using a variety of assessment tools and strategies to promote personalize learning and literacy.

**Priority 5:**

Support the Department of Education in developing awareness of the variability and barriers of students who are blind and visually impaired regarding the New Hampshire Building Innovation Learning Ecosystems that define the characteristics of personalized learning to improve literacy where students advance upon mastery, access learning both in and out of the classroom, have multiple means of demonstrating mastery of competencies and families have meaningful input into decision making for students and bridges connectivity around the Universal Design for Learning Framework, the SETT Framework, Quality Indicators for Assistive Technology, and the Accessible Educational Materials Quality Indicators to promote personalized learning and literacy for students who are blind and visually impaired.

**Priority 6:**

Partner with the New Hampshire Parent Information Center to develop and conduct five (5) regional meetings about the New Hampshire Vision Education Family Training Modules to promote personalized learning and literacy for students who are blind and visually impaired.

**Priority 7:**

Coordinate with the New Hampshire Department of Education to host virtual and live events, newsletters and social media opportunities that showcases products and services provided by NHAEM.

**Priority 8:**

Submit an annual report to the New Hampshire Department of Education that demonstrate the effectiveness of the project in achieving the Purposes and Priorities of this RFP through 1.0 Minimum Requirements and 2.0 Services to be Provided including project evaluation, reporting and grant management

**1.0 MINIMUM REQUIREMENTS**

- 1.1 Master’s degree in special education with an advanced endorsement as a vision teacher.
- 1.2 Extensive working knowledge of the American Printing House for the Federal Act to Promote the Education of the Blind.
- 1.3 Extensive working knowledge of the unique needs of students who are blind or visually impaired.
- 1.4 Extensive working knowledge in the official braille codes transition to Unified English Braille based on the Braille Authority of North America (BANA).
- 1.5 Extensive working knowledge in designing and instructing coursework implementing adult learning and universal design for learning practices regarding the education of students who are blind and visually impaired.
- 1.6 Extensive working knowledge of the special education process; vision services; assistive technology, and print disability.

- 1.7 Expertise or working knowledge in providing Family Training to promote family voice based on the Dual Capacity Framework.
- 1.8 Expertise and working knowledge in Accessibility, Assistive Technology and specific to the needs of individuals who are blind and visually impaired to promote literacy.
- 1.9 Expertise or working knowledge in the principles of Universal Design for Learning, Personalized Learning, Competency Based Education, and the New Hampshire Building Innovation Learning Ecosystems for all students including students who are blind and visually impaired to promote literacy.
- 10.0 Expertise of working knowledge of assessment with regards to students who are blind and visually impaired.
- 11.0 The ability to work with representatives from State agencies, partner organizations, school districts, the American Printing House for the Blind (APH), the National Accessible Educational Materials Center, and the Center for Applied Specialized Technologies (CAST).
- 12.0 Expertise and experience in creating and hosting training modules, YouTube, and social media events and campaigns that promote personalized learning and literacy for students who are blind and visually impaired.
- 13.0 The ability to work independently within established timelines and demonstrate effective organizational skills.
- 14.0 Effective communication skills (oral and written); and
- 15.0 At least five (5) years' experience in public and/or private school special education or a related field.

## **2.0 SERVICES TO BE PROVIDED**

Assignments for technical assistance and data support will be specific to students who are blind and visually impaired, specifically to New Hampshire Accessible Educational Materials (NHAEM). Upon assignment by the Bureau of Student Support Administrator or designee, the successful individual will be able to:

- 2.1 Assist the Bureau of Student Support with activities designed to coordinate all phases the American Printing House for the Blind Annual Federal Quota and the National Instructional Materials Standard and the New Hampshire Unified English Braille Project.
- 2.2 Provide technical assistance to districts regarding revision of policies, procedures and practices that meet federal and/or State guidelines regarding the education for students who are blind and visually impaired.
- 2.3 Design, schedule and implement presentations assigned for school district personnel, and parent groups as applicable (i.e. New Hampshire Accessible Educational Materials (NHAEM), American Printing House for the Blind (APH) Federal Quota and Materials Dissemination and Training, The NH Universal Design for Learning Innovation Network, and the NH Building Innovation Learning Ecosystems.
- 2.4 Produce, in conjunction with Bureau staff, NHAEM technical assistance documents for statewide dissemination.
- 2.5 Create documents used in technical assistance activities and submit to the Bureau Administrator or designee prior to dissemination. All documents created shall be the property of the Bureau of Student Support.
- 2.6 Participate in national workgroup meetings and conferences related to American Printing House for the Blind and the National Accessible Educational Materials Center.
- 2.7 Participate in Bureau meetings periodically to share information as required; and
- 2.8 Attend other assigned meetings that support the Bureau of Student Support initiatives.

### **3.0 Reporting**

The successful individual shall provide the Department reports that detail the technical assistance activities provided and the data documenting the results of these activities. The Bureau Administrator may require one, or more, of the following reports:

**3.1 Monthly Reporting:** Reports to be submitted with each invoice requesting payment will outline activities conducted and how the project met the purpose and priorities of the project.

**3.2 Annual Report:** Report detailing the accomplishments and challenges of the project, based on the evaluation of the project, within 30 days of the end of each project year. The first report will include strategies for improvement. The final report will include a comprehensive overview of the entire project. The Annual Report will be posted on the NHDOE website.

### **4.0 CONFLICTS OF INTEREST**

The successful individual will inform the Department of any conflicts of interest (appearance of, or actual) prior to accepting the contract or while engaged in the contract.

### **5.0 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 e-mail to the following RFP designated Points of Contact:

To: [Barbara.Dauphinais@doe.nh.gov](mailto:Barbara.Dauphinais@doe.nh.gov)

Cc: [Mary.Lane@doe.nh.gov](mailto:Mary.Lane@doe.nh.gov)

Inquiries must be received by the Department of Education 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 Inquire Period shall not be considered properly submitted and may not be considered.

The Department of Education intends to issue official responses to properly submitted inquiries received by the deadline, in writing, if they are determined to be vital to the competitive bidding process, within five (5) working days after the deadline. The Department may consolidate and/or paraphrase questions for sufficiency and clarity. The Department may at its discretion, amend this RFP on its own initiative or in response to issues raised by inquires, as it deems appropriate. Vendors shall be responsible for reviewing the most updated information related to this RFP before submitting a proposal.

### **6.0 LIMITATIONS ON AMOUNT AND CONTRACT PERIOD**

The Department expects to award a two-year contract effective July 1, 2021 to one individual contractor. The anticipated cost for the contract is for \$65.00 per hour, to include in-state travel time for a total of \$30,000.00 for each fiscal year. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed the amount of \$30,000.00 annually, or \$60,000.00 for the two-year period.

Funding for *New Hampshire Universal Design for Learning Scholar* is 100% federal funds under State Grant-B, Individuals with Disabilities Education Act, CFDA #82.027.

### **7.0 TERMS AND CONDITIONS**

- 7.1 The Department 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.
- 7.2 The Department reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
- 7.3 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.

- 7.4 If the Department chooses to award a contract in response to this RFP, the successful bidder 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 bidder's proposal. In preparing a contract with the successful bidder, the Department reserves the right to clarify any terms and conditions contained in the proposal.
- 7.5 Public announcements or news releases pertaining to the award of a contract shall not be made until approved by the Governor and Council.
- 7.6 The Department shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract approved by Governor and Council.
- 7.7 All obligations of the Department, 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 Department be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the Department 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.
- 7.8 When delivering services under an approved contract, the contractor shall work under the broad supervision of the Department Contracting Officer for this project.
- 7.9 Unless otherwise deleted or modified by mutual agreement between the Department and the contractor, all general provisions contained within the Form P-37 (see **Attachment A**) shall be incorporated into the contract.
- 7.10 The Department expects to award a contract to the successful bidder. Unless there is a change in the program requirements and/or services to be delivered, the cost for this contract shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP. The maximum contracted cost that will occur shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP. The successful bidder will be required to provide the Department with the following information:
- A recent financial statement, and
  - A Certificate of Good Standing from the Secretary of State's Office
- In addition, the successful bidder will need to submit a Certificate of Authority authorizing the company to do business with the State of New Hampshire, Department of Education at the time the contract is signed.
- 7.11 **"Any information submitted as part of a bid in response to this request for proposal (RFP) (or request for bid (RFB) or request for information (RFI) 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 (RFI, or RFB) 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."**
- 7.12 **Audit**  
**§200.501 Audit Requirements**  
 (a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.  
 (b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of Audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific Audits. A program-specific Audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) *Subrecipients and Contractors.* An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

(g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

(h) *For-profit subrecipient.* Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for Pass-Through Entities.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75887, Dec. 19, 2014]

#### 7.13 Debarment and Suspension

Organization/Individual submitting a proposal will comply with the provision of the US Code of Federal Regulations 34 CFR 364 and the following US Circular if applicable: Office of Management and Budget (OMB) Circular A-110 "Uniform Administrative Non-Profit Organizations.

The bidder/offer or certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and

subcontracts. Where the bidder/offer or/contractor or any lower their participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

#### 7.14 Copyrights

The Department reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Department of Education purposes:

- (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or contract under a grant or subgrant; and
- (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

### **8.0 Application Procedures**

8.1 An original and four (4) identical hard copies of a formal proposal must be received at the Department no later than the time and date specified in the Schedule section, herein. Proposals received after this deadline will not be considered for review. Each application shall include a narrative or other directly relevant materials as needed to address the areas described in **1.0 Minimum Requirements and 2.0 Services to be Provided** of this RFP. The original documents must be submitted unbound and in such a manner as to facilitate photocopying. The maximum number of points that can be awarded for each area during the rating and selection process is shown below.

8.2 For purposes of this RFP, a proposal will include:

- 8.2.1 A letter of interest detailing professional and education experience as related to the **1.0 Minimum Requirements and 2.0 Services to be Provided**;
- 8.2.2 Three (3) letters of recommendation;
- 8.2.3 Any product that may demonstrate the applicant's level of expertise; and
- 8.2.4 A current resume.

8.3 Each bidder shall submit, along with the formal proposal, a completed/signed "Alternate W-9 Form (see **Attachment B**).

8.4 Each bidder shall submit, along with the formal proposal, a completed/signed "Cover Page" (see **Attachment C**).

8.5 Proposals will be evaluated to determine if the candidate meets or exceeds **1.0 Minimum Requirements** and has the ability to accomplish **2.0 Services to be Provided** to evaluate the candidate's ability to provide evidence of the following criteria:

8.5.1 Significance of Proposal – Description of applicant's abilities to meet or exceed the **1.0 Minimum Requirements** including a description of their work experience and educational background in providing technical assistance and support for program improvement in educational settings. This will include a review of the letter of interest, letters of recommendation and resume. (40 pts.)

8.5.2 Quality of Services to be Provided – the applicant's ability to accomplish the Services to be Provided (1.0) as evidenced through the documentation submitted, including any products that may demonstrate applicant's level of expertise and experience.

8.5.2.1 Technical Skill, including, but not limited to, facilitation, collaboration, presentations, report writing, and product development. (30 pts.), and

8.5.2.2 Content Knowledge, including but not limited to State and federal laws, regarding The American Printing House for the Federal Act to Promote the Education of the Blind; the National Accessible Instructional Standard under IDEA; the Unified English Braille System, and other areas of specialized knowledge that supports the accomplishment of the Services to be Provided (30 pts.).



8.6 In order to provide bidders with the opportunity to present a comprehensive response to this RFP, no page limit has been established. Applicants are reminded that successful proposals are typically clear, concise, and well organized. It is strongly recommended that proposals be organized around the elements listed in subsection 2.0 and further addressed in the information packet. Supplementary materials may be submitted as part of the proposal, however, these should be limited to items that substantively explain or expand upon information presented in the basic proposal. All supplementary materials should be referenced with the basic proposal. Four (4) sets of any supplementary material should be submitted.

8.7 Qualified applicants may be asked to provide the Department with additional written materials or documentation of qualifications, and may be asked to meet with Department Administrators or their designee to discuss their proposal.

### **9.0 PROPOSAL SUBMISSION, DEADLINE, AND LOCATION INSTRUCTIONS**

Proposals submitted in response to this RFP must be received by the Department of Education, no later than the time and date specified in the Schedule section, herein.

Proposals may be submitted by U.S. Mail Delivery Service or in person. Proposals must be addressed to:

State of New Hampshire  
Department of Education  
c/o  
Barbara Dauphinais  
Bureau of Student Support  
101 Pleasant Street  
Concord, New Hampshire 03301  
(603) 271-3791

Proposals must be clearly marked as follows:

State of New Hampshire  
RESPONSE TO RFP #SPED-2020-04  
New Hampshire Vision Teacher  
American Printing House for the Blind APH Scholar

### **10.0 EVALUATION OF PROPOSALS**

All proposals will be reviewed and rated by an evaluation team. Each proposal will be rated in accordance with the requirements established in this RFP. The maximum number of points for each of the required elements are identified in subsection 8.0 above. The Department shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the award of contract(s).

The applicant submitting the proposal that receives the highest average scores may be selected for an interview. The interview will be conducted by the evaluation team who will develop structured questions and scoring criteria that will clarify the applicant's ability to fulfill this RFP.

If the Department chooses to award a contract relative to this RFP, it shall be to the responsive and responsible applicant that receives the highest total rating as a result of the proposal evaluation and interview process.

### **11.0 Post Submission Deadline**

After the submission deadline, the Department will post on its website the number of proposals that it received from vendors.

After the Department's review and selection of a vendor, it will post all vendor names and their rank or score five days prior to submission of the Governor and Council contract packet to the Department of Administrative Services.

A vendor questioning the Department's identification of the selected vendor may request that the Department review its selection process. The request shall be in writing and be submitted to the Department within five (5) business days of the posting of the bid results, rank or score.

The Department has five (5) business days to review the request and issue a written response either affirming its initial selection of a vendor or cancelling the RFP. No hearing shall be held as part of the review. The outcome of the Department's review is not subject to appeal.

Enclosures:

Attachment A: P-37 Contract Form

Attachment B: Alt W-9 Form

Attachment C: Cover Page