



State of New Hampshire  
**Charter School Office**

Request for Proposals:  
Alignment Analysis of Chartered  
Public School Statute and Regulation  
RFP #: 2023-CSP-01

Seeking qualified vendor to review the administrative rules and RSAs that govern New Hampshire charter schools with the goal of streamlining and improving the authorization processes as well as ensuring overall alignment, consistency, and clarity.

Release Date: April 5, 2023  
Submission Due Date: May 12, 2023  
IRT Reference: EI-EI-02-2022-05



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## Section 1 – Overview and Schedule

### A. Goal of this Procurement/Business Needs

New Hampshire Department of Education (NHED), Office of Charter Schools is seeking assistance from a qualified vendor to review New Hampshire’s existing statutes and the administrative rules that govern chartered public schools. The goal of this project is to identify areas of inconsistency between the RSAs and administrative rules and obtain recommendations for improvement. An area of particular interest is in the authorization and reauthorization of chartered public schools. Please refer to the following sections of rule and law:

- New Hampshire Administrative Rules for Education, PART Ed 318 Chartered Public Schools ([Ed 318](#))
- New Hampshire Statutes, Title XV: Education, Chapter 194-B Chartered Public Schools ([194-B](#)) (RSA)

Additionally, the Office of Charter Schools is looking for the chosen vendor to:

- Offer recommendations for improvements to the authorization processes which includes the following milestones:
  - Initial charter approval
  - First Year Audit and Three-Year Review milestones
  - Five Year Renewal
- Ensure proper oversight and accountability is in place statutorily
- Remove unnecessary statutory burden and barriers
- Obtain recommendations for improving any areas that are vague, unclear, or contradictory
- Obtain recommendations for aligning the administrative rules and RSAs to federal program guidelines

The Contract resulting from this RFP will be effective upon the date of Governor and Executive Council approval, through September 30, 2025. The Department may extend contracted services for up to one (1) additional year, contingent upon satisfactory vendor performance, continued funding, and Governor and Executive Council approval.

### B. Schedule

The following table provides a Schedule of Events for this RFP through contract finalization and Notice to Proceed. NHED reserves the right to amend elements of this solicitation. Any changes will be communicated through an addendum.

Event	Date & Time
RFP Release Date	April 5, 2023
Deadline for Questions	April 21, 2023
Answers Published	April 28, 2023
Submissions Due	May 12, 2023 by 4:00 pm





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<b>Presentations and Interviews (if needed)</b>	TBD
<b>Notification of Selections and Start of Contract Negotiations</b>	TBD

## C. NHED Charter School Office

The Bureau of Educational Opportunities, Office of Charter Schools provides administrative oversight of the public charter school program for the State of New Hampshire. In addition, the Office of Charter Schools is charged with the management and execution of the Expanding Opportunity Through Quality Charter Schools Program Grant. The federal Charter School Program (CSP) Grants are awarded through the US Department of Education.

The grants, aimed at state entities, are competitive in nature and NHED has established a number of priorities/goals for this funding, including:

- Expanding access to charter schools statewide especially for at-risk students
- Successful sub-recipient project implementation (grants given directly to charters to start, expand or replicate a school)
- Establishing best practices and offering workshops and training to the wider community
- Support school sustainability
- Improve processes and systems

NHED will use this grant to fund the contract that results from this RFP.

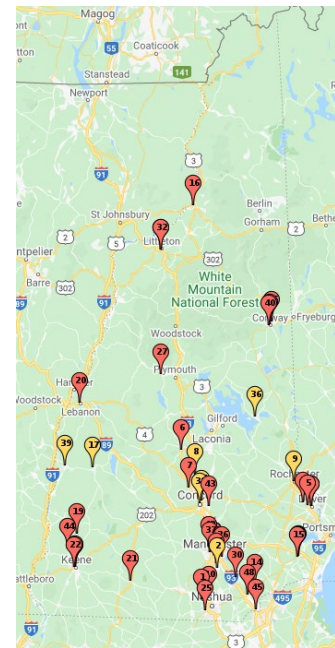
### Current New Hampshire Chartered Public School Landscape

Charter schools are tuition-free, public schools that provide a choice for parents and students seeking another option to traditional public schools. They are created and governed by an independent board of trustees and must be operated as non-profit organizations. There are currently 31 approved charter schools in the state, with more in the planning stages.

Charter schools have the flexibility to choose innovative, educational strategies that will best help students meet their academic potential. While these schools operate independently from many of the rules and regulations that apply to local school districts, they are held accountable for meeting academic, financial, organizational and programmatic goals and objectives as outlined in their charters.

Charter schools were first written into New Hampshire law in 1995; however, the state’s first charter schools did not open until ten years later in 2005. While there were many amendments between 1995 and 2005 before the first charter schools opened, few attempts have been made since to review or refine the laws to adjust for the last twenty years. New regulations have arisen in both public schools and at the federal level that may need incorporation.

The Charter School Office within the New Hampshire Department of Education is comprised of three full-time staff members. The requirements of the limited staff keep them busy with the federal charter





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school grant, working with sub-grantees ensuring all requirements are met, while also working with current and perspective charter schools. The Office of Charter Schools is looking for practical recommendations to ensure proper rules alignment and improvements to our authorization process that can be effectively implemented.

### **D. Vendor Instructions**

Interested vendors must read the entire RFP and submit the required documents in the manner specified in the RFP. Refer to sections 7 and 8 for detailed requirements and submittal instructions. Vendors are responsible for reviewing the most updated information related to this RFP before submitting proposals.





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## Section 2 – Requirements and Scope of Work

### A. Scope of Services

It is the intent of NHED to select a single vendor for this RFP. The selected vendor will be responsible for providing all labor, materials, equipment, and other resources to complete the project. NHED is seeking a vendor that can provide recommendations that balance necessary oversight and best practice with practical implementation. NHED expects the scope of work for the selected vendor to include, but not be limited to:

- Review New Hampshire Administrative Rules for Education, PART Ed 318 Chartered Public Schools ([Ed 318](#)) and New Hampshire Statutes, Title XV: Education, Chapter 194-B Chartered Public Schools ([194-B](#)) (RSA)
- Create an annotated list of areas to improve including, but not limited to, areas that conflict or contradict, are vague or unclear, are burdensome or lack adequate oversight.
- Offer recommendations for improvement of the areas identified above.
- Provide feedback for improving the authorization/reauthorization process outlined in statutes and RSAs referenced above including, but not limited to Ed 318.11, Ed 318.13, Ed 318.14, 194-B:3, 194-B:3-a.
- Compile all of the above into a comprehensive report (electronic).
- Attend periodic progress meeting to review findings and discuss recommendations.

It is the intention of NHED to use the annotated list along with the recommendations to inform future efforts to refine and revise the statutes and administrative rules.

### B. Expected Deliverables

During the execution of this project the vendor will provide:

- A detailed scope of services with timeline for delivery
- Time to meet and discuss progress at regular intervals, with meetings set at project milestones
- Record of notes made during reviews of the RSAs and administrative rules
- List of identified areas for improvement
- Record copy of final recommendations for improvements to be made, detailed with the reference of the RSA or administrative rule, the identified issue, and the proposed adjustment/solution





## Section 3 – Contract Terms and Conditions

### **A. Non-Exclusive Contract**

Any resulting Contract from this RFP will be a non-exclusive Contract. The State reserves the right, at its discretion, to retain other Vendors to provide any of the Services or Deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total Proposal.

### **B. Award**

If the State decides to award a contract as a result of this RFP process, any award is contingent upon appropriation of funds.

### **C. Standard Contract Terms**

The Agency will require the successful bidder to execute a Not to Exceed Contract. The P-37 State of New Hampshire General Provisions and Exhibits, identified in Attachment C, will form the basis of any Contract resulting from this RFP.

To the extent that a Proposer believes that exceptions to the standard form contract will be necessary for the vendor 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 vendors of the change and indicate that change is available to all potential bidders.

Any exceptions to the standard form contract that are not raised during the vendor 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.

NHED shall retain ownership of all source data and other intellectual property of NHED provided to the Contractor in order to complete the services of this agreement. As well NHED will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from NHED.

### **D. 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 (Attachment C), for the necessary coverage. Please note, the Department of Education will need to be the "Certificate Holder".





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## E. Additional Requirements and Clauses

Additional contracting language may be required to comply with the funding source. These include but are not limited to:

- Time and effort reporting on invoices
- Preference for the purchase, acquisitions, or use of goods, products, or materials produced in the United States [2 CFR 200.322 (a)]





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## 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:

Kasey Silva, Charter School Grant Administrator

[Kasey.C.Silva@doe.nh.gov](mailto:Kasey.C.Silva@doe.nh.gov)

603-271-3749

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 the Agency regarding this RFP is prohibited unless first approved by the RFP Sole Point of Contact. 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 Sole Point of Contact. Vendors may be disqualified for violating this restriction on communications.

### B. Vendor Inquires

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.

The Agency 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 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. **In response to requested exceptions to P37, 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. 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 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.





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## 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 the Agency 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 and 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**

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.

### **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 the Agency 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 the State and will not be returned to the Vendor. Upon Contract award, the State reserves the right to use any information presented in any Proposal.

### **G. 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.

### **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, including 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/>).





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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.





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## **I. Electronic Posting of RFP Results and Resulting 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, the Agency will post the ranks or scores of each responding vendor. In the event that the contract does not require Governor & Executive Council approval, the Agency 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 G&C 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 G&C 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 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.

## **K. 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.

## **L. Challenges on Form or Process of the RFP**

Any challenges regarding the validity or legality of the form and procedures of this RFP shall be brought to the attention of the Agency at least five (5) business days prior to the Proposal Submission Deadline. By submitting a proposal, the Proposer waives the right to challenge the Agency's use of the form and procedures of the RFP, including the criteria for evaluating and scoring the Proposals.





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## Section 6 – Evaluation of Proposals

### A. Criteria for Evaluation and Scoring

All received responses will be scored using an evaluation rubric using the following criteria and scoring methodology as set forth below. Please see the following sections for more details on the submission requirements outlined below.

<b>Technical Proposal Components:</b>	<b>Points</b>
Approach and Scope of Services	20 points
Schedule for Delivery	20 points
Qualifications and Experience of Team	35 points
<b>Price Proposal</b>	
<b>Proposed Fee and Fee Structure</b>	<b>25 points</b>
<b>Total Potential Points</b>	

#### **Approach and Scope of Services (Maximum 20 points):**

The approach and scope should be detailed enough to demonstrate how the vendor will meet the goals of the project. The approach and scope should fully relay what will be delivered and justify the cost. This section should demonstrate methods that are likely to meet the needs of the agency.

#### **Schedule of Delivery (Maximum 20 points):**

The schedule should clearly outline project milestones and specify an overall anticipated project deliver date. Scoring will be reflective of expeditious delivery in relation to the scope of services and the schedule of other vendors.

#### **Experience (Maximum 35 points):**

Vendor demonstrates the team’s qualifications and experience providing similar services to similar agencies. Evidence of at least 5 projects is provided and shows the successful outcomes for previous clients.

#### **Proposed Fee (Maximum 25 points):**

Vendors must provide a lump sum fee proposal to perform the scope of services outlined in their approach and scope of services. Proposed fee will be evaluated on clarity and reasonable compared to the scope of services and other vendor’s pricing.

The Agency 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 the Agency, will be used to refine and finalize scores.

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





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## **B. Planned Evaluation Steps**

The Agency plans to use the following process to evaluate proposals:

- Step One: Initial Screening
- Step Two: Preliminary Evaluation of Proposals
- Step Three: Oral Interviews and Product Demonstrations (if necessary)
- Step Four: Final Evaluation and Scoring
- Step Five: Selection of Vendor for Contract Negotiations

## **C. Step One: Initial Screening**

The Agency will conduct an initial screening step to verify Proposer compliance with submission requirements and minimum content set forth in 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. Step Two: Preliminary Technical Scoring of Proposals**

The Agency will establish an evaluation team to initially score the Proposals. This evaluation team will review the proposals and give a preliminary score to the proposals under the guidelines set forth in this RFP. Price proposals will be reviewed by the evaluation team during the preliminary review.

## **E. Step Three: Oral Interviews and Product Demonstrations (if necessary)**

If the Agency determines that it is appropriate, proposers may be invited to oral interviews. The Agency retains the sole discretion to determine whether to conduct oral interviews and how many interviews to conduct. Proposers are advised that the Agency may decide to conduct interviews with less than all responsive vendors. The purpose of oral interviews 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. The Agency may ask the Proposer to provide written clarifications of elements in their 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. Step Four: Final Evaluation and Scoring**

Following Oral Interviews (if determined to be necessary), Reference Checks 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 Procedure**

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.

## **H. Final Selection of Vendors and Contract Negotiation**

If the Agency determines to make an award, the Agency will issue an “intent to negotiate” notice to select Vendors based on these evaluations. The Agency will notify any Vendors not selected. The Agency may reject all proposals, cancel this RFP, or solicit new Proposals under a new acquisition process.

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Per federal funding requirements, profit must be negotiated. The price proposal should be submitted initially on the most favorable terms which the vendor can propose. 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.

## **I. Rights of the Agency in Accepting and Evaluating Proposals**

The Agency 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 the Agency'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 the Agency is unable to reach an agreement on contract terms with the higher scoring vendor(s).







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## Section 7 – Process for Submitting a Proposal

### A. Proposal Submission Instructions

Proposals should be concise and not include additional materials not requested within this section. Please make sure your response follows the order of required materials. Project samples or examples are permissible for inclusion in an appendix as long as they directly relate to services requested within this proposal.

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 of Events section, herein (May 12, 2023 by 4:00 p.m.).

Proposers must provide their response in electronic format via email. Emails should reference: **RESPONSE TO RFP: Chartered Public School Statute and Regulation Alignment Analysis** in the subject line and be sent to

- Kasey Silva at [Kasey.C.Silva@doe.nh.gov](mailto:Kasey.C.Silva@doe.nh.gov)
- And **copy:** [DOE.NHCSP@doe.nh.gov](mailto:DOE.NHCSP@doe.nh.gov).

Electronic submissions must be submitted using the following criteria:

- Searchable PDF Format
- 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.*

Unless waived as a non-material deviation in accordance with Section 6B, late submissions will not be accepted. Delivery of the Proposals shall be the Proposer's responsibility and at the Proposer's expense. The time of receipt shall be when a Proposal has been officially documented by the Agency, in accordance with its established policies, as having been received at the location designated above. The Agency accepts no responsibility for mislabeled mail or mail that is not delivered or undeliverable for whatever reason. Any damage that may occur due to shipping shall be the Proposer's responsibility.

### B. Proposal Inquiries

All inquiries concerning this RFP, including but not limited to, requests for clarifications and questions shall be submitted via email to the following RFP designated Points of Contact: Kasey Silva

Subject line should reference **Charter School RSA & Rules Project** and be sent to [DOE.NHCSP@doe.nh.gov](mailto:DOE.NHCSP@doe.nh.gov).

**Inquiries are due by April 14, 2023.**

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





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shall not be binding upon the Agency. Official responses by the Agency will be made only in writing by the process described above.

The Agency will issue official responses to properly submitted inquiries by April 21, 2023 in an addenda to be distributed to vendors who submitted the required **Interested Vendor Form (Attachment A)**.

## Section 8 – Proposal Content and Requirements

### A. Submission Requirements

**Interested vendors must complete the attached Interested Vendor Form (Attachment A)**. This form will provide NHED contact information that will allow us to send out and track receipt of addenda and answers to submitted questions. *Failure to submit this form may lead to disqualification of the vendors submitted response package.*

Vendors looking to provide the services and deliverables outlined above must submit a formal response to this request for proposals. Responses shall follow the following format and provide the required information set forth below:

1. A **cover letter** to include:
  - Vendor name and contact information (should be the person to legally authorized to enter into contracts)
  - Project Lead/Manager Name, if different from above
  - Note if the vendor plans to self-deliver the contract or employ sub-contractors to assist
  - A statement that the fees noted within the proposal will remain valid for one hundred and eighty (180) days following the deadline for submission of Proposals in the Submission Schedule, or until the Effective Date of any resulting Contract, whichever is later.
  - Signature of applicant certifying the packet is complete and true representative of fact
  - Date submitted
2. **Project Approach & Scope:**
  - a. Provide a description of how you plan to approach developing, planning and delivering the project that will help NHED in meeting its goals outline in Section 1.
  - b. Describe the anticipated level of coordination with the Office of Charter School's team.
  - c. Provide a detailed scope of services outlining the level of effort and work anticipated by the project team, and the deliverables NHED may expect.
3. **Team Overview, Qualifications and Experience Summary:**
  - a. Provide information as to the proposed team assigned to the project, their availability, years of experience, and any other applicable information.
  - b. Clearly define any sub-consultants you plan to have as part of your team and the work they will perform.
  - c. Describe vendor's qualifications, professional experience and background as they relate to the project.
4. **Resume(s)** for the key team member(s) including:
  - Project Leader/Manager





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- Key Staff Members
  - Key Sub-consultants
5. Provide three (3) **professional references**
    - a. Provide the contact information for three references for whom you provided similar services. Vendors may also include written recommendations on the letterhead of the professional reference.
  6. **Schedule for delivery** that outlines the anticipated delivery of the project as well as key milestones.
  7. **Cost Proposal** to deliver the work outlined in #2 above.

## B. Validity of Proposal

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

## C. Post Award

Selected Vendors should be aware of the following requirements per the funding source:

- Vendors will be required to register with the State of New Hampshire, obtain a DUNS number, and register with the System for Award Management (SAM). Links to information on these processes are provided below. Contracts and assignments cannot be approved until these are complete.

**Vendor Registration:**

[https://das.nh.gov/purchasing/vendorregistration/\(S\(0c4b12i0m2ncc045dxdcu455\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(0c4b12i0m2ncc045dxdcu455))/welcome.aspx)

**SAM:** <https://sam.gov/content/entity-information>

**Obtain a Unique Entity Identifier:** <https://gsa.gov/entityid>

- Certifications regarding Suspension and Debarment, Conflicts of Interest, and Anti-Lobbying may be required.

Any time and effort associated with becoming compliant with these requirements or completing the contracting process shall not be passed onto the State or included in any fee proposals.





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## Attachment A: Intent to Submit

Please complete the following form to register interest in submitting a response in order to receive notifications of changes or issued addenda. **This information may be provided on firm's letterhead in lieu of this provided format; however, it must contain the information requested and be labeled Intent to Submit.**

**SUBMIT THIS COMPLETED FORM VIA EMAIL: [doe.nhcsp@doe.nh.gov](mailto:doe.nhcsp@doe.nh.gov)**

<b>Date:</b>	
<b>Vendor Name:</b>	
<b>Email Address:</b>	
<b>Alternate Contact/Email (optional) :</b>	



## Attachment B

Attached under this cover and incorporated into this RFP are:

**P-37: State of New Hampshire General Provisions**

**Exhibits: A, B, C (Federal Funds)**

**Exhibits: D-G**