

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

DATE OF CHANGE: 11/15/24

**ADDENDUM #1
RFP SPED-2025-2 - New Hampshire Inclusive
Education Scholar**

DATE OF BID CLOSING: 12/2/24

TIME OF BID CLOSING: 4:00 PM

**FOR: Delivering Professional Development/Resources in
support of creating inclusive learning environments**

CLARIFICATIONS:

Question 1: How many trainings for educators on the listed topics do you expect?

Answer: Expected to develop a series of trainings/modules that address all of the topic areas identified in the scope of services. There is not a specific number of trainings/modules expected.

Question 2: How many train-the-trainer series are you anticipating?

Answer: One (1) Train-the-Trainer series to support the implementation and sustainability of the professional learning

Question 3: With regard to the various committees in which you would like participation, are these all in-person or is virtual participation possible?

Answer: Virtual participation is allowable

Question 4: Are all trainers expected to be currently on-staff or could we plan to hire some personnel for this project?

Answer: Trainers do not have to be "on-staff" and could be hired as needed.

Question 5: What are the technical specifications for systems connecting with required software?

Answer: Trainings/modules will be housed in NHED's canvas platform, so development of content must be transferrable.

Question 6: Can you please clarify the approximate length of the proposal that you are looking for. I have completed a draft that contains some details related to PD modules and am wondering if that might be better off as an appendix and if simply listing the module names and main learning outcomes is a better plan. Feedback on that would be helpful. My draft is around 16 pages in length; I can shorten it if that is preferable.

Answer: There is not a set proposal length. Proposals should be clear, concise and not overly lengthy; address all aspects of the scope of work; include a budget that considers all project priorities; include 3 references; and include any evidence or product that may demonstrate the Vendor's level of expertise and experience to accomplish the Scope of Work set forth in the RFP.

Question 7: Can you clarify the requirement for liability Insurance and if I subcontract digital module content creators for learning modules how that might or might not apply to them? I am covered but want to be sure I account for, if I need to require that of any subcontractors in the plan.

Answer: 14. INSURANCE. 14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance: 14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and 14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the Property. 14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire. 14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

Question 8: I have participated in a number of the AT cohorts with the Department of Education in my prior roll within a NH public school and am wondering if it is allowable/advisable to ask for a letter of recommendation from (xxx Employee) at the Department of Education or would that action place us in a conflict-of-interest type situation? I have not discussed this with them as I have read the section about Agency Point of Contact in the RFP and do not want to jeopardize our application.

Answer: Letters of Recommendation would need to be outside of NHED BSES employees.

Question 9: What is the maximum indirect rate that you allow on this RFP. I am part of the IOD at UNH and we have to use the University's rate unless the max amount is stated by your agency. I do not see that rate set in the RFP and want to reflect it accurately in the budget proposal section when I meet with the finance team to put the proposal together.

Answer: Indirect costs may not exceed 8%.

Question 10: How many modules for each priority what is the desired length of each?

Answer: There is not a specific number or desired length of trainings/modules expected.

Question 11: How many participants are expected to engage in the professional learning?

Answer: Professional learning trainings/modules will be housed in the NHED Canvas platform and available to all NH educators.

Question 12: Family Engagement Resources and Strategies - Are these separate from the web materials to be developed for sharing by LEAs?

Answer: No, they are not in addition to the web materials to be developed for sharing by LEAs.

Question 13: Will the vendor be responsible for loading content into Canvas?

Answer: The vendor will work in collaboration with a NHED BSES canvas specialist to upload the content.

Question 14: Are you open to onsite professional development and coaching to support implementation of Canvas modules?

Answer: Yes

Question 15: What is the anticipated number of hours monthly for engagement with partners and state initiatives?

Answer: Anticipate 4-6 hrs monthly for standing leadership meetings. In addition, collaboration with NHED and other partners will depend on the content development and need to vet content as it is created.

Question 16: What is the total anticipated budget for each priority?

Answer: There is not a pre-determined budget. Price proposals will be reviewed upon completion of the final technical scoring of proposals (Scope of Work & Supporting Documents category and the Summary of Experience & Demonstrated Success category). The vendor's price proposal will be allocated a maximum potential score of 20 points. Vendors 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 technical proposal to determine the overall highest scoring vendor.

Question 17: Could you please provide information regarding the proposed budget for this initiative? Understanding the dollar amount and range allocated for this project would help us tailor our proposal effectively.

Answer: There is not a pre-determined budget. Price proposals will be reviewed upon completion of the final technical scoring of proposals (Scope of Work & Supporting Documents category and the Summary of Experience & Demonstrated Success category). The vendor's price proposal will be allocated a maximum potential score of 20 points. Vendors 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 technical proposal to determine the overall highest scoring vendor.

Question 18: Can you define the term "Scholar" in this context? Is this being imagined as a role for a single person?

Answer: We expect a Lead Scholar/Expert to oversee and lead the scope of work. Additional content experts/developers can be included in your proposal.

Question 19a: Is the NHED BSES open to virtual synchronous and/or asynchronous professional learning sessions?

Answer: Yes. As trainings are being developed in year one, we anticipate synchronous virtual trainings and/or in-person trainings. By the end of the contract, we would expect all trainings are available asynchronously in the NHED BSES canvas platform.

Question 19b: Do you have a vision for how much of this work would be in-person vs. virtual?

Answer: Year 1 – we would anticipate that there will be in-person trainings or synchronous virtual trainings for the first delivery of the individual trainings to be followed by the delivery of training asynchronously in subsequent years.

Question 20: Priority 2: Could you please clarify expectations around the roles and quantity of educators involved in the train-the-trainer component?

Answer: We anticipate up to 20 participants to include State-level Coaches and Site-based Coaches.

Question 21: Are you able to share which Family Engagement partner would be collaborating with the vendor? We'd love to be able to include their model(s) in our design.

Answer: Our family engagement partner utilizes the Dual-Capacity Building Framework for Family-School Partnerships for the development of all resources and trainings.

Question 22: And finally, re. the Form P37: I don't see an Exhibit C, but a reference to it in section "1.6 Account Unit and Class, See Exhibit C." Could you clarify this please?

Answer: Exhibit C is the budget page of the actual contract and is not included in the RFP. The account unit and class referenced is the funding source for the contract.

Question 23: Section 8, V Proposed Budget: Please confirm the RFP does not provide a required budget form and that Suppliers can use their own budget form.

Answer: Vendors can use their own budget form.

Question 24: Form Number P-37: Please confirm this Form does not need to be completed, signed, and submitted with the proposal if not taking any exceptions to the Terms and Conditions.

Answer: The P-37 does not need to be completed and submitted with the proposal. It will be completed and signed during the contracting process with the selected vendor. Any exceptions to the terms and conditions should have been submitted during the Vendor Inquiry Period.