

*New Hampshire Department of Education  
Bureau of Student Wellness  
101 Pleasant Street  
Concord, New Hampshire 03301*

**August 26, 2020**

## **REQUEST FOR PROPOSALS RFP #BSW-2020-01**

### **New Hampshire Youth Mental Health First Aid**

**Deadline for Receipt of Proposals: 4:00pm, Friday, September 18, 2020**

**Proposal Inquiries:** All questions about this Request for Proposals (RFP) should be submitted in writing by e-mail to:

Ellen Desmond  
New Hampshire Department of Education  
Bureau of Student Wellness  
101 Pleasant Street  
Concord, New Hampshire 03301  
Fax: (603) 271-3213  
E-mail: ellen.desmond@doe.nh.gov

The deadline for receipt of inquiries is 4:00pm, Friday, September 4, 2020. The Department of Education (**Department**) will address questions about this RFP received by the deadline, in writing, and if they are determined to be vital to the competitive bidding process, a written response will be sent no later than five (5) working days after the deadline to all who submitted inquiries. All questions and responses will be posted on the Department's website ([www.Education.NH.gov](http://www.Education.NH.gov)). Verbal agreement or instructions from any other source are not authorized or binding on the State of New Hampshire (State). The Department reserves the right to amend this RFP at its sole discretion and at any time through a published Addendum.

**Grant Award:** The Department expects to award a one (1) year contract effective December 1, 2020 or upon Governor & Council approval, whichever is later, to the successful applicant. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed \$250,000.00. Based on performance and identified ongoing need, the Department reserves the right to renew the contract.

## **PURPOSE:**

The purpose of this RFP is to seek proposals from individuals, agencies, or organizations (hereafter referred to as applicant(s)) to work in conjunction with the NH Department of Education, Bureau of Student Wellness to coordinate and expand the delivery of the Youth Mental Health First Aid (YMHFA) program offered through the National Council for Behavioral Health and Mental Health First Aid USA. Youth Mental Health First Aid is currently offered through the Bureau of Student Wellness free of charge to NH education entities and communities through Federal funding. The goals of this effort include:

- 1) Streamlined coordination of YMHFA trainings statewide, with attention paid to the unique strengths, needs, and cultural considerations of the Department's five regions (North Country, Lakes Region, Southwest, Southcentral, and Southeast)
- 2) A robust network of committed YMHFA instructors across child-serving organizations (e.g. education and youth mental health sectors, afterschool organizations, youth development programs, etc.)
- 3) Measureable improvements in mental health knowledge acquisition, attitudinal change, and positive school climate and culture

In order to leverage resources and to maximize the implementation of this evidence-based program with fidelity, the successful applicant will base the proposal on the Youth Mental Health First Aid curriculum, most recently updated April 2020. The successful proposal will include a focus on ways to grow the YMHFA training program in NH in light of the National Council for Behavioral Health's new approved methods of delivery in a remote/virtual environment. The successful application will propose ways in which the applicant and the Bureau of Student Wellness can support school, districts, and public chartered schools to meaningfully comply with the newly enacted RSA:193-J, the Suicide Prevention Education law.

### **1.0 Minimum Requirements:**

In order to be considered for funding, the applicant must include evidence of the following minimum requirements. This must include both a written narrative as well as up to three (3) letters of recommendation.

- 1.1 Comprehensive knowledge of the Youth Mental Health First Aid training
- 1.2 Comprehensive knowledge of best practices in youth mental health promotion, and mental illness and substance misuse prevention
- 1.3 Experience disseminating and promoting training experiences for diverse audiences
- 1.4 Alignment with and ability to leverage other initiatives, committees and agencies / organizations to enhance the project. Potential partners include the Bureau of Student Wellness; the New Hampshire Family and School Partnerships; the Bureau of Drug and Alcohol Services; Partnership for a Drug Free NH; the Governor's Prevention Task Force; the Regional Public Health System; the Governor's Youth Council; the NH National Guard Counter Drug Task Force; the Children's Behavioral Health Collaborative
- 1.5 Show evidence of the ability to work with representatives from State agencies, partner organizations, school districts, families, and other stakeholders

- 1.6 Effective communication skills (oral and written)
- 1.7 Demonstrate fiscal management capacity including the requesting of funds from the Department as well as oversight and dissemination of resources (fiscal and other) to project participants (to include staff)

## **2.0 Services to be Provided:**

The applicant will provide the following services relative to this Request for Proposal and consistent with the Minimum Requirements.

- 2.1 In cooperation with the Bureau of Student Wellness, coordinate the delivery of the Youth Mental Health First Aid training curriculum with fidelity across the state of New Hampshire
- 2.2 Build a robust network of committed YMHFA instructors across child-serving organizations (e.g. education and youth mental health sectors, afterschool organizations, youth development programs, etc.)
- 2.3 Align this work with other initiatives, committees and agencies/organizations to enhance outcomes. Potential partners include the Bureau of Student Wellness; the New Hampshire Family and School Partnerships; the Bureau of Drug and Alcohol Services; Partnership for a Drug Free NH; the Governor's Prevention Task Force; the Regional Public Health System; the Governor's Youth Council; the NH National Guard Counter Drug Task Force; the Children's Behavioral Health Collaborative
- 2.4 Provide a timeline for the project that includes major milestones. This timeline must include the activities that will be implemented; the resources that will be used to implement them, and the expected outcome(s) of each activity.
- 2.5 An evaluation plan that includes the data collection tool(s) to be used to evaluate: a) indicators as required by Federal funding (see 3.0 Reporting) and b) measurable improvements in mental health knowledge acquisition, attitudinal change, and positive school climate and culture

## **3.0 REPORTING:**

The successful applicant shall provide the Bureau of Student Wellness with the following:

- 3.1 Monthly Reporting: Reports to be submitted with each invoice requesting payment will outline a) activities conducted; b) how the project met 2.0 Services to be Provided; c) data required by Federal funding:
  - Training details (i.e. host organization, date, time, location/region, training method, number of participants, etc.)
  - First Aider demographics (i.e. participant title/role, mental health or related workforce designation, etc.)
- 3.2 Project Completion Report: Report detailing the accomplishments and challenges of the project, based on the evaluation of the project, due 30 days after the completion of the

project. This report will include a comprehensive overview of the entire project and will be used to determine a contract amendment for continuing services, if applicable.

#### **4.0 CONFLICTS OF INTEREST:**

The successful applicant 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 TERMS & CONDITIONS:**

- 5.1 The State 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.
- 5.2 The NHDOE reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
- 5.3 The NHDOE 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.
- 5.4 If the NHDOE chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. The NHDOE 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 NHDOE reserves the right to clarify any terms and conditions contained in the proposal.
- 5.5 Public announcements or news releases pertaining to the award of a contract and information concerning the responses to this RFP will be made in accordance to RSA 21-G:37. At the time of closing date for Proposals, the State will post the number of responses received with no further information. Pursuant to RSA 21-G:37, the State will also post the name and rank or score of each Vendor pursuant to the timeliness requirements therein. Notwithstanding the Right-to-Know law, no information concerning the contracting process, including, but not limited to information related to proposals, communications between the parties or contract negotiations, shall be available until a contract is approved by G&C, or, if the contract does not require G&C approval, until the contract has been actually awarded. The Proposer's disclosure or distribution of the contents of its Proposal, other than to the State, may be grounds for disqualification at the State's sole discretion.
- 5.6 The State shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract.
- 5.7 All obligations of the State, 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 State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State 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.

- 5.8 When delivering services under an approved contract, the contractor shall work under the broad supervision of the NHDOE Contracting Officer for this project.
- 5.9 All general provisions contained within the Form P-37 (see Attachment A) shall be incorporated into the contract.
- 5.10 The cost for the contract resulting from this RFP shall not exceed the amount specified in the Budget Proposal submitted to this RFP; but in no event it shall exceed \$250,000.
- 5.11 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;
  - 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.
- 5.12 Any information submitted as part of a bid in response to this request for proposal (RFP) 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 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 an applicant believes any information submitted in response to this RFP should be kept confidential, the applicant 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 applicant claims must be exempt from disclosure as "CONFIDENTIAL." Applicants must also submit a letter with its response, 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."

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 by any person or entity 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.

### 5.13 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 sub recipient, 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) Sub-recipients and Contractors. An auditee may simultaneously be a recipient, a sub-recipient, and a contractor. Federal awards expended as a recipient or a sub-recipient 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 Sub-recipient 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 sub-recipient. Since this part does not apply to for-profit sub-recipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit sub-recipients. The agreement with the for-profit sub-recipient must describe applicable compliance requirements and the for-profit sub-recipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit sub-recipients 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]

#### 5.14 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.

## 5.15 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, sub grant, or contract under a grant or contract under a grant or sub grant; and
- (b) Any rights of copyright to which a grantee, sub grantee or a contractor purchases ownership with grant support.

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

6.1 The Department expects to award one (1) contract effective upon Governor & Council approval to the successful applicant. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed \$250,000.00.

### 6.2 Application requirement and Evaluation Procedures

An original and four (4) identical hard copies of a formal proposal must be received by the Department of Education no later than Friday, September 4, 2020. Proposals received after this deadline will not be considered for review. Each application shall include a narrative and other directly relevant material as needed to address the areas described in 1.0 through 2.0 of this RFP. The original documents must be submitted unbound and in such a manner as to facilitate photocopying.

Proposals will be evaluated to determine if the applicant meets or exceeds the 1.0 Minimum Requirements and has the ability to accomplish the 2.0 Services to be Provided. This evaluation will be based on the applicant's ability to provide evidence of the following criteria:

- **Capability and Experience:** Description of applicant's capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type, to include references as applicable. Please identify the specific subsections of 1.0 as they are addressed (see 1.0 Minimum Requirements) (10 points);
- **Quality of Services:** Describe how you will accomplish the Services to be Provided, including activities and strategies that will achieve the purpose of this Request for Proposals. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative.

**6.2.1** Provide a detailed explanation of how you will address the core services of the proposal to coordinate the delivery of the Youth Mental

Health First Aid training curriculum with fidelity across the state of New Hampshire (2.1). (20 points);

**6.2.2** Provide a detailed explanation of how you will successfully and sustainably build a robust network of committed YMHFA instructors across child-serving organizations (2.2). (10 points);

**6.2.3** Resource Leveraging & Partners (2.3): Provide a detailed explanation of how existing local, regional, and/or statewide initiatives with which the applicant is familiar and/or involved could be leveraged to support project goals. Identify key partners, describe their anticipated participation and provide documentation of their commitment (10 points);

**6.2.4** Management Plan (2.4). Provide a work plan that includes a timeline, milestones or benchmarks in accordance with the activities to carry out Services to be Provided, and a listing of the individuals who will have responsibilities within this proposed project, their titles, qualifications and duties, and the amount of time each will devote to the project. (15 points);

**6.2.5** Evaluation Plan (2.5). Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact (10 points);

**6.2.6** Budget Proposal: Provide a detailed budget, including budget notes/justification, which clearly explains the relationship between proposed activities and expenditures (25 points).

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 applications are typically clear, concise, and well organized. It is strongly recommended that applications 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 application; however, these should be limited to items that substantively explain or expand upon information presented in the basic application. All supplementary materials should be referenced with the basic application. Four (4) sets of any supplementary material should be submitted.

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.

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

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

An original and four (4) identical copies of a formal proposal shall be submitted by 4:00pm, Friday, September 4, 2020 to:

Ellen Desmond  
New Hampshire Department of Education  
Bureau of Student Wellness  
101 Pleasant Street  
Concord, New Hampshire 03301  
Fax: (603) 271-3213  
E-mail: [ellen.desmond@doe.nh.gov](mailto:ellen.desmond@doe.nh.gov)

All proposals will be reviewed and rated by an evaluation team appointed by the Commissioner of Education. 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 the contract(s). All proposals received by the deadline will be evaluated based on the Bid Procedures outlined in this RFP.

The Department reserves the right to interview applicants with the highest average scores for their proposal, but the Department shall be under no obligation to interview applicants. If the Department conducts an interview, it will be done so by a 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 bidder that receives the highest total rating as a result of the proposal evaluation and interview process (if applicable). If the Department determines to make an award based on these evaluations, the Department will notify the selected proposer. Should the Department be unable to reach agreement with the selected proposer during Contract discussions, the Agency may then undertake Contract discussions with the next preferred proposer and so on, or the Agency may reject all proposals, cancel this RFP, or solicit new proposals under a new acquisition process.

Upon conclusion of final negotiations with the successful bidder, all bidders will be notified, in writing, of their status, upon final approval of a contract by Governor & Council.

### 6.3 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