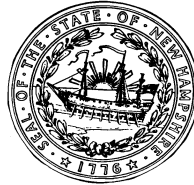


New Hampshire Department of Education
Division of Instruction
101 Pleasant Street
Concord, New Hampshire 03301



March 21, 2018

REQUEST FOR PROPOSALS (RFP)

Accountability Technical Advisor and Psychometric Services

Proposal Submission Deadline: 4:30 PM, Monday, April 9, 2018

Proposal Inquiries: All questions about this Request for Proposals (RFP) should be submitted in writing, by e-mail or fax (include your fax number) to:

Caitlin Davis
New Hampshire Department of Education
101 Pleasant Street
Concord, New Hampshire 03301
Fax: 603-271-8709
e-mail: caitlin.davis@doe.nh.gov

1.0 Purpose and Priorities

The purpose of this RFP is to seek proposals for an individual or organization to serve the New Hampshire Department of Education (NH DOE) as a technical advisor for the accountability program and initiatives. A successful applicant will provide a narrative and work plan detailing their expertise and approach to meeting the priorities below.

Providing technical and policy assistance pursuant to the Every Student Succeeds act and NH RSA 193:E.

- 1.1. Supporting NH DOE's implementation of the New Hampshire consolidated state plan required for ESSA dated January 19, 2018 (the plan).:
 - Working closely with as defined by the plan,
 - Supporting the NH DOE accountability personnel and NH DOE leadership to model and implement the business rules to support effective deployment of the ESSA accountability system as defined by the plan
 - Implementing an evaluation and continuous improvement plan to ensure that the NH accountability system is working as intended and that unintended negative consequences are minimized,
 - Facilitating stakeholder engagement related to implementation of the plan as needed to provide policy and practical recommendations to the NH DOE to support the effective implementation of NH's school accountability system, and
 - Supporting the NH DOE in working with the NH Legislature and State Board of Education to provide policy and technical support and advice to ensure that NH can implement the most coherent accountability policies.
- 1.2. Provide psychometric services including the calculation of student growth percentiles and advising on reporting growth results:
 - Working with NH DOE data and accountability personnel to facilitate effective data and secure data transfer,
 - Documenting the quality of the SGP analyses in NH, and
 - Supporting the NH DOE in reporting and explaining the implication of the SGP analyses.
 - Assist with the examination of item performance (pre- and post-administration) and inter-rater reliability studies.
 - Collaborates with domain experts in developing/applying measurement models for learning trajectories.
- 1.3. Planning, facilitation, and reporting for the Technical Advisory Committee (TAC) and TAC related tasks.
- 1.4. Other duties as assigned by the Division Director.

2.0 Minimum Requirements

Individuals working on this project will:

- 2.1 Provide evidence of recent experience in designing effective assessment and accountability systems, including innovative assessment and accountability systems;
- 2.2 Provide evidence of expertise and experience with relevant assessment and accountability laws and policies, both at the federal and state levels;
- 2.3 Possess the ability to work with representatives from state and federal agencies, state legislatures, congressional leaders and other high level state and federal policy stakeholders (US ED, governor's office, educational leadership, local school boards, community members, parents, etc.);
- 2.4 Have demonstrated expertise and experience in the NH educational context to ensure that technical and policy recommendations are sensitive to the practical realities of NH's educational system,

- 2.5 Demonstrate effective facilitation and meeting planning skills. Evidence of work should be provided in the proposal; and
- 2.6 Have experience in project/system evaluation methodology and strategies to assess project's effectiveness and fidelity.

3.0 Reporting

The successful applicant shall provide the Department with the following reports:

- 3.1 **Monthly Progress Reports and Invoices** that detail the activities taking place and the data documenting the results of these activities.
- 3.2 **Final Report** detailing the accomplishments and challenges of the project within 30 days of the contract completion.

4.0 Conflicts of Interest

Upon receiving a contract, the successful applicant will inform the Administrator of any conflicts of interest (appearance of, or actual) involving the contracting individual/entity and/or individual staff members (including volunteer staff) prior to accepting the assignment or while engaged in the assignment.

5.0 Limitations on Amount and Contract Period

- 5.1 The Department anticipates that the total cost for all proposed products and services will not exceed \$100,000 for the length of the contract.
- 5.2 It is anticipated that services will be provided by a qualified individual/organization under contracted service arrangements, upon Governor and Council approval through June 30, 2019, with the option to renew for up to three (3) additional years, for a total of four years (4), if services are determined to be satisfactory and after submission and acceptance of an evaluation/summary of activities completed during the previous year.

6.0 Terms and Conditions

- 6.1 The State shall not be responsible for or pay for any cost incurred by the bidder in the preparation of the proposal submitted in response to this RFP.
- 6.2 The Department reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
- 6.3 The Department reserves the right to reject all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.
- 6.4 If the Department chooses to award a contract in response to this RFP, the contract will be developed by the Department for approval by Governor and Council. 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.
- 6.5 Public announcements or news releases pertaining to the award of a contract shall not be made until the contract is approved by Governor and Council.
- 6.6 The State 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; or a limited, short-term contract could be issued by the Department to cover the period before Governor and Council approval.

- 6.7 Unless otherwise deleted or modified by mutual agreement between the State and the contractor, all general provisions contained on pages 2-4 of Form P-37 State Contract (**Attached**) shall be incorporated in the contract.
- 6.8 All obligations of the State, including the continuation of payments under an approved contract, shall be contingent upon the availability and continued appropriation of federal and state 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.
- 6.9 When delivering services under an approved contract, the contractor shall work under the broad supervision of the Department Contracting Officer for this project.
- 6.10 The Department expects to award a contract no later than August, 2016 to the successful bidder. The successful bidder will be required to provide the Department with the following information:

- A state vendor code which can be obtained at the following link:
: [https://admin.state.nh.us/purchasing/vendorregistration/\(S\(xrmrhu55dsvzyhbzds3slofu\)\)/welcome.aspx](https://admin.state.nh.us/purchasing/vendorregistration/(S(xrmrhu55dsvzyhbzds3slofu))/welcome.aspx)

If contracting under a business entity:

- A recent financial statement, and
- A Certificate of Good Standing from the Secretary of State's Office which can be obtained after registering the business at: http://sos.nh.gov/Corp_Div.aspx

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.

- 6.11 "Any information submitted as part of a bid in response to this request for proposal (RFP) (or request for bid (RFP) 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."

7.0 Bid Procedures

Please submit an original and three (3) copies of the proposal by **4:30 pm, Monday, April 9, 2018** to:

Caitlin Davis
New Hampshire Department of Education
101 Pleasant Street
Concord, New Hampshire 03301

The number of points to be awarded for each of the proposal elements is shown in parentheses. Each proposal will include:

- 7.1 (zero to 30 points) A detailed statement, including curricula vitae and references, that describes the bidder's professional qualifications and experience.
- 7.2 (zero to 30 points) A detailed budget and justification related to the proposed bidder's services.
- 7.3 (zero to 40 points) A narrative, which addresses the responsibilities, as outlined in the Priorities area (1.0), describing the bidder's related experience, insights, proposed approach and projected number of days required for identified tasks.

8.0 Evaluation of Proposals

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 a contract. All proposals received by the deadline will be evaluated based on 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/or interview process.