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Request for Proposals (RFP)

Perkins V:

**Strengthening Career and Technical Education
for the 21st Century Act of 2019**

**Grants to Support CTE in State Institutions
for Incarcerated Youth and Young Adults
(14-24)**

June 2019

Bureau of Career Development

Bidders Webinar: June 24, 2019

RFP Due Date: July 12, 2019, 3 P.M. E.S.T

Project Period: August 1, 2019 – September 30, 2020

New Hampshire Department of Education

Statement of Nondiscrimination

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement is a reflection of the Department of Education and refers to, but is not limited to, the provisions of the following laws:

- Titles IV, VI, and VII of the Civil Rights Act of 1964 – race, color, national origin
- The Age Discrimination in Employment Act of 1967
- The Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972 (Title IX) – sex
- Section 504 of the Rehabilitation Act of 1973 (Section 504) – disability
- The Americans with Disabilities Act of 1990 (ADA) - disability
- NH Law against discrimination (RSA 354-A)

The following individual has been designated to handle inquiries regarding the nondiscrimination policies and laws above:

ADA/Title IX Coordinator: Christine Brennan, Deputy Commissioner

Section 504 Coordinator: Lisa Hatz, Director, Bureau of Vocational Rehabilitation

NH Department of Education
21 South Fruit Street, Suite 20
Concord, NH 03301
(603) 271-3471 (V/TTY)
1-800-299-1647
Lisa.Hatz@doe.nh.gov

Inquiries regarding Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and/or Title II of the Americans with Disabilities Act of 1990 also, or instead, may be directed to:

U.S. Department of Education

Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491
(617) 289-0111
TTY (877) 521-2172

Additionally, inquiries may also be directed to the:

NH Commission for Human Rights

2 Chenell Drive
Concord, NH 03301-8501
(603) 271-2767

REQUEST FOR PROPOSALS

Grants to Support CTE Programs in State Institutions

SUMMARY OF KEY INFORMATION

- Date RFP Released: June 18, 2019
- Bidders Webinar to Address Questions: June 24, 2019 9a.m.
- Date Proposals are Due: 3:00 PM, July 12, 2019
- Project Period: August 1, 2019 – August 21, 2020

All proposals shall be submitted by email in PDF format to jeffry.beard@doe.nh.gov.

Requests received after the deadline will not be accepted and returned to applicant. No changes to proposals will be allowed after the deadline. Verbal agreement or instructions from any other source are not authorized or binding to the State of New Hampshire, the New Hampshire Department of Education (NH DOE), or the Bureau of Career Development.

Background and Purpose:

The Perkins V: Strengthening Career and Technical Education for the 21st Century Act of 2019 (P.L. 109-270) provides for the funding of a limited number of grants to eligible state institutions, as specified under the provisions of Title I, Part A. Section 112(a).

The Bureau of Career Development at the NH DOE solicits proposals to support and improve career and technical education (CTE) opportunities for incarcerated youth and young adults or young adult offenders (ages 14-24). The following announcement provides funding priorities, selection criteria and application procedures. Where institutions are required to segregate gender groups, separate proposals must be submitted for each gender group. If gender separation is not institutionally necessary and co-educational programming is planned, only one proposal should be submitted.

Eligible Applicants:

An eligible applicant must meet *all* of the following criteria:

- Be a New Hampshire correctional institution or juvenile justice facility.
- Be responsible for the oversight of financial, program and post-award reporting requirements.

General Assurances:

General assurances must be on file for FY20 by August 1, 2019 for the fiscal agent listed on the cover page of the proposal.

Number and Amount of Awards:

The New Hampshire Department of Education will make awards on a competitive basis. The total amount available for awards is \$61,487.00. The Department of Education reserves the right to award one or multiple proposals.

FUNDING PERIOD: August 1, 2019 through September 30, 2020.

Requirements and Project Deliverables:

- Applicants selected for awards must input the approved grant into the Department’s Grants Management System, a web-based application and reporting system, within 10 days of award.
- Monthly financial and narrative reports, comparing budgeted line items to actual expenditures entered into the NH DOE’s Grants management System, with details regarding significant differences; and
- A final report , including the evaluation results addressing the entire grant period, is due within 30 days of the end of the project period.

Scoring of Proposals

Up to **100 points** will be awarded on the basis of the extent to which the proposal adequately addresses the following:

Required Criteria	Points
1. Detailed Project Plan, specifying CTE program activities and use of evidence-based anti-recidivism practices embedded in project design	35
2. Evaluation Plan, including specific, measurable project goals	25
3. Budget	30
4. Prior Fiscal Management	10
Total Points Possible:	100

Detailed Project Plan:

A plan outlining what, when, how, and to whom the applicant will provide the specified services relative to the intended purposes of this RFP must be included. The plan must include background information about the proposed project and shall include contextual information about the career pathways project and its impact upon students enrolled in CTE programs of study.

Evaluation Plan:

The evaluation plan must be based on **specific, objective and measurable goals**. Applicants should supply baseline data to provide reviewers a framework in which to understand program success.

Budget:

- Budget Spreadsheet: The budget may use, but is not limited to, the following cost categories and must align with the policies set forth in the [Policy Manual for Career and Technical Education in the State of New Hampshire](#), as well as all local, state, and federal laws: Stipends,

Supplies, Equipment, Transportation, Facility Fees, and Indirect Expenses (not to exceed 5% of award). Supply and equipment requests must be itemized, noting item description, unit cost, number of units requested, and total cost, including shipping if relevant. Budget requests for salaries, stipends, and/or contract work must include a breakdown of the number of hours to be worked, amount per hour, and a breakdown of any benefits to be paid.

- **Budget Narrative:** The narrative must present the rationale used in developing line-item cost figures in the proposed budget. The narrative should explain how all costs listed in the budget are necessary, reasonable, and allocable to deliver the outcomes specified in the proposal; **all expenditures should be clearly connected to an activity related to a goal of the proposal, which must be clearly connected to the purpose of this RFP.** Equipment line items of \$1,000 or more will require a minimum of three quotes, unless sole source can be documented.

Prior Fiscal Management:

Proposal scoring will include consideration of prior fiscal management with grants awarded by the NHDOE. Up to 10 points may be deducted from the applicant's score if prior fiscal management is deemed a risk.

Note: Proposals that do not conform to the above requirement, do not contain the required information, or are deemed unreadable due to spelling and/or grammar errors may be eliminated from consideration. Proposals that score less than 50 cumulative points or rank as "Ineligible for Funding" in any one category will be ineligible for funding.

Evaluation Procedures:

Funds will be distributed on a competitive basis. See "requirement" criteria above, which will be used in selecting final proposals submitted in response to this RFP. For accuracy and comparability in reviewing proposals, the text of the document must be formatted and organized around the criteria listed above. **It is strongly recommended that applicants review the evaluation tool - provided as an attachment to this RFP - in order to determine responses to clarifying questions that may aid in the construction of proposals.**

Terms and Conditions:

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.

The NH DOE reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.

The NH DOE 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 an award.

All awards are contingent on the availability of federal funds and in no event shall the State be liable for any payments except from such funds.

Copyrights:

The Department reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for NH DOE's purposes:

(a) The copyright of any work developed under a grant, subgrant, or contract through this subaward;
and

(b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

DEADLINE FOR APPLICATION

- The Bureau of Career Development Bureau must receive *emailed* applications no later than **3 p.m. (EST) on July 12, 2019.**
- Email copies of proposals to: jeffry.beard@doe.nh.gov
Jeffry Beard, EdD. , Bureau of Career Development

FOR FURTHER INFORMATION: Contact Jeffry Beard at 603-271-3729 or jeffry.beard@doe.nh.gov



**Proposal Cover Sheet & Application
New Hampshire Department of Education
Grants to Support CTE in State Institutions for Incarcerated Youth and Young Adults (14-24)**

Applicant: _____

Project Manager: _____

Mailing Address: _____

Telephone: _____ **FAX:** _____

E-Mail Address: _____

Fiscal Agent: _____

Amount of Funds Applied for under grant: _____

- Please check to confirm understanding that FY20 General Assurances must be signed and on file at the NH DOE before funds can be awarded to the Fiscal Agent listed above.

Project Manager's Signature

Date

Fiscal Agent's Signature

Date



Detailed Project Plan –

- What industry valued credential will participants earn after completing the program?
- Which industry sectors will the programs represent?
- What evidence-based practices to decrease recidivism will you include in the program design?
- What are the *specific and measurable* goals?
- What are the planned activities or objectives to address the goals? Please include a timeline, if relevant.
- What is the intended outcome of your proposal? How will attaining your goals benefit the focus programs and/or CTE?
- What baseline data is available to provide a reference for this proposal?

Evaluation Plan –

- What tools will be used to measure the proposals outcome? If possible, provide a sample survey, assessment, etc.
- Once outcomes have been measured, how will this information be used for program or center improvement?

Budget Narrative–

- Are budget items clearly aligned with project activities or objectives? Are they necessary to successful completion of the activities? Are prices reasonable when compared to similar expenditures?
- Does the budget follow relevant State of New Hampshire and Federal policies and procedures?
- Is the budget mathematically correct?

Budget Spreadsheet-

- Are supply and equipment requests itemized, noting item description, unit cost, number of units requested, and total cost, including shipping if relevant?
- Are salaries, stipends, and/or contract work broken down based on the number of hours to be worked, amount per hour, and a breakdown of any benefits to be paid?

New Hampshire Department of Education

Grants to Support CTE in State Institutions for Incarcerated Youth and Young Adults (14-24)

FY 2020 Request for Proposal (RFP) Evaluation Form

Applicant: _____

Total Proposed Scores:

Required Criteria	Points Possible	Reviewer's Score
Detailed Project Plan	35	
Evaluation Plan	25	
Budget and Narrative	30	
Prior Fiscal Management	10	
Total Points:	100	

As a reviewer of this proposal, my signature below certifies that the scores are correct. They are based solely on my judgment as a reviewer, without the pressure or influence of others.

Reviewed by: _____

Date: _____

Scoring Instructions: Each proposal section is worth a specific number of points (e.g. description of need, project plan, evaluation plan, etc.). Within each proposal section are component criteria. The scripted prompts in each category are for guidance only and demonstrate what the applicant should be including in that section, at a minimum. Please remember to note proposal strengths and concerns in the comments area provided in each section. These remarks will support the scores you assign and be used to communicate to the applicant why the proposal was or was not funded.

Required Criteria	Exemplary	Appropriate for Funding	Inadequate for Funding
Detailed Project Plan Possible Points: 35	31-35	21-30	0-20
	The detailed project plan section includes a clear alignment between the project activities and goals, with all prompts indicated on the application addressed. Plan includes a description of evidence-based practices to decrease recidivism for program participants and completers.	The detailed project plan section is easy to understand, most of the prompts indicated on the application are addressed, and there is some alignment between the proposal goals and the activities.	The detailed project plan does not address two or more of the prompts indicated on the application; or activities are not clearly linked to proposal goals; OR the proposal contains significant grammatical, spelling, or factual errors, so as to render it unreadable.

Comments: Strength and Concerns

Required Criteria	Exemplary	Appropriate for Funding	Inadequate for Funding
Evaluation Plan	21-25	11-20	0-10
Possible Points: 25	Measures are clearly stated, and they match project goals and outcomes. Sample evaluation tools have been included.	The evaluation plan includes measures of evaluation, but they are poorly described and/or weakly matched to project goals and outcomes.	The evaluation plan is not based on specific and measurable goals; OR there is no measurement tool of goal attainment discussed; OR the goals and outcomes detailed are unreasonable or unconnected to the project plan.

Comments: Strength and Concerns

Required Criteria	Exemplary	Appropriate for Funding	Inadequate for Funding
Budget	21-30	11-20	0-10
Possible Points: 30	The budget is itemized; the expenses are necessary, reasonable, and allowable; and the connection between expense and activity is clear	The budget is itemized, but some costs and items are not allowable per the terms of the RFP or are only weakly connected to project activities. The Indirect Cost Rate is equal to or less than the Indirect Cost Rate cap in RFP and consistent with or below the IC rate of the fiscal agent.	The budget contains mathematical or factual errors; OR contains items that are not necessary, reasonable, or allowable; OR contains items not clearly connected to activities; OR is not itemized.

Comments: Strength and Concerns

Required Criteria	Exemplary	Appropriate for Funding	Inadequate for Funding
Prior Fiscal Management	8-10	4-7	0-3
Possible Points: 10	Applicant's record with prior grants shows all funds are used as intended, and all reporting is completed on time.	Applicant's record with prior grants shows less than 20% of funds remain unused by end of project period, and any changes to budgets are approved by the BCD. One or fewer required reports from previous projects were late.	Applicant's record with prior grants shows 20%+ of funds remain unused by end of project period, and changes to budgets are made without approval by the BCD. Two or more required reports (monthly fiscal reports, midterm report, and/or final report) from previous projects were late.

Did the applicant receive funding for the FY19 State Institutions Grant?

If yes:

Amount of funds allocated:

Amount of funds returned:

Did the applicant return all requested documentation (GMS entry, midterm & final reports) in a timely manner?

If no:

Did the applicant receive funding for any FY19 grants?

Amount of funds allocated:

Amount of funds returned:

Did the applicant return all requested documentation (GMS entry, midterm & final reports) in a timely manner?