



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

Request for Proposals (RFP)
**Carl D. Perkins Career and Technical
Education Act of 2006**
**Grants to Provide Services that Prepare
Students for Non-traditional Careers**

December 2017

Career Development Bureau

Bidders Webinar Date: December 18, 2017, 1 P.M. E.S.T.

RFP Due Date: January 5, 2018, 3 P.M. E.S.T

Project Period: January 25, 2018 – June 30, 2018

New Hampshire Department of Education

Statement of Nondiscrimination

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- 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: Office of the Deputy Commissioner

Section 504 Coordinator: Lisa Hatz

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

SUMMARY OF KEY INFORMATION

- Date RFP Released: December 6, 2017
- Bidders Webinar to Address Questions: December 18, 2017
- Date Proposals are Due: January 5, 2018
- Project Period: January 25-June 30, 2018
- Proposals not to exceed \$10,000 in requested funds.

Grants to Provide Services that Prepare Students for Non-traditional Careers

The Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270) provides for the funding of a limited number of grants to eligible secondary recipients, as specified under the provisions of Title I, Part A. Section 112(c) and Part C, Section 135 of the Act.

PURPOSE OF THIS REQUEST

The New Hampshire Department of Education's (NH DOE) Career Development Bureau solicits proposals for Equity Grants awarded under the Carl D. Perkins Career and Technical Education Act of 2006. The following announcement provides funding priorities, selection criteria, and application procedures. There is a total of \$50,000 available from the Carl D. Perkins Career and Technical Education Act of 2006; 100% Federal funds.

All applications for this RFP must be for the purpose of **recruiting and retaining students within a CTE Program of Study that leads to a high skill, high wage, or high demand occupation that is non-traditional by gender**. Non-traditional fields are defined as "occupations or fields of work [. . .] for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work" (Section 3(30) of the Act). For a list of CTE programs available in NH, categorized by non-traditional status, please go to https://www.education.nh.gov/career/career/documents/cte_non-traditional.pdf.

Funds MAY be used to:

- Create or purchase materials about careers that are non-traditional by gender;
- Develop and implement a non-traditional work-based learning experience;
- Allow instructors or staff affiliated with the applicant school to provide or attend training about non-traditional careers;
- Pay for field trips to events, jobs, or training centers featuring non-traditional workers;
- Provide instructors with collaboration time to review and revise curriculum, program environment, and/or teaching strategies designed to recruit and retain non-traditional students;
- Implement new recruiting or retention strategies related to non-traditional students; and/or
- Other activities clearly connected to the stated purpose of this RFP.

Grant deliverables include:

- Participation in a state-wide Non-traditional workshop, which may be conducted in person and or via webinar; and
- Submittal of a midterm and final programmatic and expenditure report.

AGENCY ISSUING REQUEST FOR PROPOSALS

The mission of the Career Development Bureau is to promote career and technical education as a total educational philosophy for our state which will ensure that every citizen of New Hampshire graduates from high school ready and prepared for higher education and the world of work.

ELIGIBLE APPLICANTS

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

- Be a designated NH career and technical education center, an approved regional program, or the postsecondary consortia, eligible to receive Perkins funds; and
- Be responsible, liable, and oversee financial, program, and post-award reporting requirements.

GENERAL ASSURANCES

General assurances must be on file for FY18 for the fiscal agent listed on the cover page of this proposal.

NUMBER AND AMOUNTS OF AWARDS

Awards will be made on a competitive basis and selection will be made by the NH DOE Career Development Bureau. Multiple proposals from any eligible recipient will be evaluated independently; the cumulative maximum approved amount per eligible recipient will not exceed \$10,000.

FUNDING PERIOD: January 25, 2018 through June 30, 2018.

PROPOSAL FORMAT

Funds will be distributed on a competitive basis. The following criteria 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 below. Proposals that do not conform to this requirement or do not contain the required information may be eliminated from consideration.

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. Proposal Cover Sheet (including eligibility information)	0
2. Detailed Project Plan, specifying what non-traditional program(s) will be focused on, the major activities, and the timeline. Baseline information regarding current recruitment and retention statistics and previous endeavors in this area should be documented.	40

3. Evaluation Plan, including specific, measurable project goals regarding recruitment and retention of students into non-traditional careers	35
4. Budget	25
Total	100

REQUIREMENTS FOR GRANT RECIPIENTS

- A midterm report, using the form attached, is due by April 16, 2018.
- A final financial report, comparing budgeted line items to actual expenditures entered into GMS, with details regarding significant differences, is due within 30 days of the end of the grant period; and
- 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 business days of award.

EVALUATION PLAN

The evaluation must be based on specific, objective, and measurable goals. Baselines and end-of-project goals must be specified such that project outcomes and success can be clearly measured against the project goals.

BUDGET

- Proposed Budget: 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, Equipment, Transportation, Facility Fees, and Indirect Expenses (not to exceed 5% of award).
- Budget Narrative: The narrative must present the rationale used in developing line-item cost figures in the proposed budget. The narrative should not exceed one page, single-spaced, in either narrative or outline format. The narrative should explain how all costs listed in the budget are necessary, reasonable, and allocable to deliver the outcomes specified in the proposal. This narrative should briefly describe the assumptions and logic used in arriving at a total for each line in the budget. This description should include how personnel costs were calculated, the basis used in estimating costs, and how major cost items relate to the proposed project activities.

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

The Department 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.

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(a) The copyright in any work developed under a grant, subgrant, or contract under a grant or contract under a grant or subgrant; and

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

DEADLINE FOR APPLICATION

- The Career Development Bureau must receive *emailed* applications no later than **3 p.m. (EST) on January 5, 2018.**
- Email copies of proposals to: jennifer.Kiley@doe.nh.gov
Jennifer Kiley, Career Development Bureau

FOR FURTHER INFORMATION: Contact Jennifer Kiley at 603-271-3535 or jennifer.Kiley@doe.nh.gov

Proposal Cover Sheet

Carl D. Perkins Career and Technical Education Act of 2006

**Grants to Provide Services that Prepare Students
for Non-traditional Careers, FY18**

Applicant: _____

Project Manager: _____

Mailing Address: _____

Telephone: _____ FAX: _____

E-Mail Address: _____

Fiscal Agent: _____

- Please check if General Assurances have been signed and submitted for FY18 for the Fiscal Agent listed above.

Applicant

Date

Fiscal Agent

Date

Superintendent

Date