

New Hampshire Department of Education
Bureau of Instructional Support
101 Pleasant Street
Concord, New Hampshire 03301

August 28, 2018

REQUEST FOR PROPOSALS

**Comprehensive Support and Improvement
Diagnostic Review and Monitoring**

Deadline for Receipt of Proposals: 4:00pm, Friday, September 14, 2018

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

Bridget Brown
[e-mail: Bridget.Brown@doe.nh.gov](mailto:Bridget.Brown@doe.nh.gov)

The deadline for receipt of inquiries is **4:00pm, Friday, September 14, 2018**. The NH Department of Education (**Department**) will address inquiries received by the deadline, in writing, 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. In addition, any modifications to the specifications contained in this RFP shall be made only in writing by the Department immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. All questions and responses will be posted on the Department's website (www.education.nh.gov). Verbal agreement or instructions from any other source are not authorized or binding on the State of New Hampshire (**State**).

All advisory committees, individuals and organizations are encouraged to distribute this Request for Proposals (RFP) to any/all qualified individuals/organizations.

Grant Award: The Department expects to award a two (2) year contract effective upon Governor & Council approval to one contractor, with an option to renew for two (2) additional fiscal years, if services are determined to be satisfactory and funds are available. Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract **shall not exceed the amount of \$250,000.00 for the two year period.**

Purpose and Priorities:

The purpose of this RFP is to seek proposals from qualified individuals or organizations that will partner with the Department and local education agencies with Comprehensive Support and Improvement (CSI) schools to improve student performance by analyzing current practices against effective evidence and research-based practices and identifying areas of strength and areas needing improvement. The diagnostic reviews will take place after schools are identified in the fall of 2018 and shall include the implementation of tools such as environmental scan and gap analysis protocols, initiative mapping and a needs assessment. The reviews shall be conducted onsite by an external team of experienced and skilled evaluators using standardized processes and protocols for data collection and analysis.

In addition, this RFP seeks proposals that will include the design and implementation of a monitoring protocol at the end of the 2018-19 school year and during the 2019-20 school year to review progress by CSI to improve student academic achievement.

In order to be considered for funding, the applicant's proposal must address the following priorities:

Priority 1: Design/Provide tools and effectively implement diagnostic reviews of CSI schools. These reviews shall be designed to improve student performance by analyzing current behaviors and practices against effective evidence and research-based practices, identifying areas of strength and areas needing improvement, prioritizing leveraged opportunities for action. This review will be used by CSI schools to develop and implement their school improvement plans.

Priority 2: Coordinate with the Department and national organizations and entities to identify and meet needs relative to the results of the diagnostic reviews that engage families, educators and students.

Priority 3: Design tools and monitoring protocols for CSI schools and implement those protocols at the end of the 2018-19 school year and during the 2019-20 school year.

Priority 4: Demonstrate the effectiveness of the project in achieving the **Purposes and Priorities, 1.0 Minimum Requirements** and **2.0 Services to be Provided** including project evaluation, reporting and monitoring.

Information for Applicants:**1.0 MINIMUM REQUIREMENTS**

- 1.1. A proven track record of success with assessing the quality of educational programs through on-site visits and collaboration with State Education Agencies (SEAs) and LEAs;
- 1.2. Knowledge in developing and implementing diagnostic review protocols, including, but not limited to: process protocols, rubrics, review forms/templates, report forms/templates;
- 1.3. Internal capacity to complete approximately 20 school visits in a short period of time across NH using an approved protocol with fidelity.
- 1.4. Knowledge of data collection, processing, analysis and data-based decision making;
- 1.5. Knowledge of the assessment tools used in completing diagnostic reviews and planning for improvement plans;
- 1.6. Skill in assisting districts with understanding the components of environmental scans, gap analysis, initiative mapping and other diagnostic tools, as needed;
- 1.7. The ability to work with representatives from State agencies, partner organizations, school districts, the State and national TA Centers/initiatives
- 1.8. The ability to work independently within established timelines and demonstrate effective organizational skills;

2.0 SERVICES TO BE PROVIDED

Upon approval of contract, the successful applicant will be able to:

- 2.1. Conduct an initial planning meeting with the Bureau of Instructional Support;
- 2.2. Implement bi-weekly debriefing and planning calls with the Bureau of Instructional Support;
- 2.3. Provide sample tools and protocols to be evaluated/approved by the Bureau of Instructional Support team;
 - 2.3.1. Include an environmental scan and gap analysis in the domains of leadership, talent development, instructional transformation, and school culture;
 - 2.3.2. Include an initiative mapping that can be correlated to school level data in order to make decisions about programs that do and do not lead to increased student achievement; and
 - 2.3.3. Include a review of resources to support student learning, including how the school district's budget reflects the goals of student growth and achievement.
- 2.4. Design and implement a webinar for CSI schools and their LEAs to review protocols and expectations;
- 2.5. Provide guidance and technical assistance to CSI schools regarding communication to families, educators and students about the diagnostic review process;
- 2.6. Coordinate with the Bureau of Instructional Support and LEAs to implement diagnostic reviews of all identified CSI schools in the early Fall of 2018;
- 2.7. Provide a report on the results of each review to share with the Bureau, Division Director and Commissioner. These reports will be shared with the LEA and CSI schools and then delivered to the State Board of Education; and
- 2.8. Design tools and a protocol to monitor improvement plans and use of school improvement funds through annual onsite monitoring and desk audits.

3.0 REPORTING

The successful individual/organization shall provide the Bureau of Instructional Support reports that detail the progress of the activities provided and the data documenting the results of these activities. One, or more, of the following reports may be required:

- 3.1. **Quarterly Progress Reports:** report detailing the progress and current status of diagnostic reviews and monitoring implementation.
- 3.2. **Monthly Report:** invoice and report summarizing services provided during the previous month.

4.0 CONFLICTS OF INTEREST

The applicant will inform the Bureau Administrator of any conflicts of interest (appearance of, or actual) prior to accepting an award or while engaged in the contract.

5.0 COMPENSATION

The total compensation available for time worked and travel shall **not exceed \$250,000.00 for the two-year contract period.**

6.0 TERMS & CONDITIONS

- 6.1 The Department 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.
- 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 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.
- 6.4 If the Department chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. The Department 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 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 approved by the Governor and Council.
- 6.6 The Department 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.
- 6.7 All obligations of the Department, 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 Department be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the Department 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.
- 6.8 When delivering services under an approved contract, the contractor shall work under the broad supervision of the Department Contracting Officer for this project.
- 6.9 Unless otherwise deleted or modified by mutual agreement between the Department and the contractor, all general provisions contained within the Form P-37 (see **Attachment A**) shall be incorporated into the contract.
- 6.10 The Department expects to award a contract to the successful bidder. Unless there is a change in the program requirements and/or services to be delivered, the cost for this contract shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP. The maximum contracted cost that will occur shall not exceed the amount bid in response to the **Services to be Provided** section of this RFP.

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

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."**

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

6.13 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 (OBM) 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 tier participant is unable to certify to this statement, it shall attach an explanation to this

solicitation/proposal.

6.14 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, 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.

7.0 LIMITATIONS ON AMOUNT AND CONTRACT PERIOD

The Department expects to award a two year contract effective upon Governor & Council approval to the successful applicant with the option to renew for two additional years. Unless there is a change in the plan requirements and/or services to be delivered, the cost for each individual contract **shall not exceed the amount of \$125,000.00 per year, or a total of \$250,000.00 for the two years.**

8.0 APPLICATION PROCEDURES

- 8.1. An original and four (4) identical hard copies of a formal proposal must be received at the Department of Education **no later than 4:00pm, Friday, September 14, 2018.** Proposals received after this deadline will not be considered for review. Each application shall include a narrative or other directly relevant material as needed to address the areas described in 1.0 and 2.0 of this RFP. The original documents must be submitted unbound and in such a manner as to facilitate photocopying. The maximum number of points that can be awarded for each area during the rating and selection process is shown below.
- 8.2. For purposes of this RFP, a proposal will include:
 - 8.2.1. A letter of interest detailing professional and education experience as related to the Minimum Requirements (1.0) and information on how the applicant plans to address the Services to be Provided (2.0);
 - 8.2.2. Three (3) letters of recommendation;
 - 8.2.3. Any product that may demonstrate your level of expertise; and
 - 8.2.4. A current resume.
- 8.3. Each bidder shall submit, along with the formal proposal, a completed/signed "Alternate W-9 Form" (see **Attachment B**).
- 8.4. Each bidder shall submit, along with the formal proposal, a completed/signed "Cover Page" (see **Attachment C**).
- 8.5. This documentation will be evaluated to determine if the candidate meets or exceeds the Minimum Requirements (1.0) and has the ability to accomplish the Services to be Provided (2.0). This evaluation will be based on the candidate's ability to provide evidence of the following criteria:

CATEGORIES	POINTS
SIGNIFICANCE OF PROPOSAL: Description of applicant's abilities to meet or exceed the Purposes and Priorities, 1.0 Minimum Requirements and 2.0 Services to be Provided including a description of their work experience and educational background in diagnostic review and planning, conducting environmental scans and gap analysis in the domains of leadership, effective evidence and research-based practices, identifying areas of strength and areas needing improvement, mentoring and support. This will include a review of the letter of interest, letters of recommendation and resume.	30 pts.
QUALITY OF SERVICES TO BE PROVIDED: The applicant's ability to accomplish the Proposed Scope of Work (Section 3) as evidenced through the documentation submitted, including any products that may demonstrate level of expertise and experience. <ul style="list-style-type: none"> • Technical Skill, including, but not limited to, development of diagnostic tools to effectively implement diagnostic reviews, collaboration with State agencies, national organizations and other entities regarding diagnostic reviews; report writing, project evaluation (15 pts.); and • Content knowledge-including but not limited to State and federal laws, diagnostic reviews, and school improvement planning (20pts.); and • Knowledge of best practices in monitoring of school improvement implementation. (15 pts.). 	15 pts. 15 pts. 15pts.
BUDGET PROPOSAL-	25 pts.
TOTAL PROPOSAL POINTS	100pts.

Please submit an original and four (4) copies of the proposal **by 4:00pm, Friday, September 14, 2018** to:

Bridget Brown
New Hampshire State Department of Education
Bureau of Instructional Support
101 Pleasant Street
Concord, New Hampshire 03301

9.0 EVALUATION OF PROPOSALS

All proposals will be reviewed and rated by an evaluation team. 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 Services to be Provided 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 contract(s) relative to this RFP, it shall be to the responsive and responsible bidders that receives the highest total rating as a result of the proposal evaluation and/or interview process.

10.0 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