



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)

Dropout Prevention

March 2019

Bureau of Career Development

Bidders Webinar: March 29, 2019 at 9:00 a.m.

RFP Due Date: June 1, 2019 at 3:00 p.m.

Project Period: July 1, 2019 – June 30, 2020

July 1, 2020 – June 30, 2021

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

Dropout Prevention

SUMMARY OF KEY INFORMATION

- Date RFP Released: March 20, 2019
- Bidders Webinar to Address Questions: March 29, 2019 at 9:00 a.m.
- Date Proposals are Due: June 1, 2019 at 3:00 p.m.
- Project Period: July 1, 2019 – June 30, 2020; July 1, 2020-June 30, 2021

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 or the New Hampshire Department of Education (NH DOE).

BACKGROUND AND PURPOSE

NH RSA 189:59, 189:60, 189:61, and 189:62 outlines the requirements for dropout prevention and recovery programs funded through State appropriation. The intended purpose for the grant funds includes:

- Providing and coordinating services designed to assist pupils in the successful completion of high school.
- Rendering assistance in ensuring student placement in quality jobs with ample career opportunities.
- Providing tutoring, study skills training and instruction leading to successful completion of secondary school, including dropout prevention strategies through a school-site mentor.

The Bureau of Career Development at the NH DOE solicits proposals to decrease dropout rates and increase effective implementation of postsecondary transitions for learners in secondary schools across the State of New Hampshire. Funds are provided for each year of the biennium, with evidence of success, but unspent funds cannot be carried over from one year to the next.

REQUIREMENTS

Proposals must be for projects which meet the following criteria:

1. Eligible Local Education Agencies (LEAs), which includes public charter schools, must have a dropout rate of above three (3) percent or have more than 20 dropouts in the previous year so that the services are concentrated in the greatest areas of need.

2. The LEA must propose a comprehensive program for students identified as already dropping out of secondary school or at-risk of dropping out.
 - The proposal may include enrolled students at the LEA and other students in the local area who may be enrolled at charter schools, in an Adult Diploma Program or other school districts.
 - There must be a required minimum number of students served.
3. The program must provide access to diploma completion for students through any of the three following services:
 - Regular school diploma, perhaps through credit recovery, project-based learning or ELOs;
 - Adult High School Diploma; or
 - High School Equivalency Certificate.
4. The program must include a counseling component designed to:
 - Resolve barriers to attendance, as well as to motivate and retain students;
 - Conduct postsecondary transition planning into education, training and/or employment;
 - Facilitate collaboration/partnerships between the program and existing resources such as an adult education center, a CTE center, the community college, WIOA Youth program, NH Employment Security, Vocational Rehabilitation (as needed) and other local service agencies; and
 - May include some support services such as high school equivalency testing fees, access to distance learning programs and transportation.
5. The program must include an instructional component for high school equivalency preparation and/or diploma completion (perhaps through credit recovery).
6. The program must include employment preparation activities and a work-based learning experience and/or occupational credential.
7. The program must collect and report on students for two year after exit from the program to demonstrate the effectiveness of the program. This will include data on high school credential attainment, transition into postsecondary education, training and/or employment, employment retention and wage progression (if available).

CONTRACT PERIOD

Programs awarded through this RFP and funds will be contracted with the NH Department of Education for:

- **FY20: July 1, 2019 through June 30, 2020**
- **FY21: July 1, 2020 through June 30, 2021**

Contingent upon:

- funding availability
- attainment of contractual and performance goals

ELIGIBLE APPLICANTS

Eligible applicants must meet all the criteria set forth in New Hampshire [RSA 189:62](#). In accordance with [RSA 189:62](#), a New Hampshire LEA must act as fiscal agent for the eligible applicant. Proposals from programs not certified by the NH DOE, using the criteria in [NH Education Rule 904.02](#) will not be funded.

PROPOSAL REQUIREMENTS:

- **Background:** The proposal must include all of the required forms, signatures and attachments, and address all elements specified in this RFP. The narrative must be in the order described below.
- **Statement of Work:** Proposals shall consist of a narrative that demonstrates the applicant's knowledge of the need for this particular program, its understanding of the services and activities proposed to alleviate the need and its capabilities to accomplish the expected outcomes of the proposed project design. Supplementary materials, charts and exhibits may be included as part of this submittal. All supplementary materials must be clearly identified (i.e. Appendix A, B, etc.) and cross-referenced in the text of the formal proposal. Applicants should be responsive to the purpose of the program and the *Rating Criteria* contained in this RFP. The following sections must be contained in the proposal to meet the minimum requirements for evaluation:
 - **Executive Summary:** Provide an executive summary of the proposal that is no longer than one page. (Please keep in mind that this summary is communicated to innumerable parties including State Board of Education and/or Governor and Council.)
 - **Statement of Need:**
 1. Describe the applicant's dropout rate in cumulative numbers and percentages for the past three (3) years using department reporting methodology.
 2. Provide a definition of "at risk of dropping out." How will students be selected for participation? Describe the demographics of the youth who are targeted for support, including age and special populations that may be of focus.
 3. What dropout prevention programs, services or strategies are being provided currently? Is the LEA or organization currently receiving any funds targeted for dropout prevention either directly or through a third party to serve students in the targeted LEA(s)? If yes, please describe 1) model or components; 2) source; and 3) amount of funds.
 - **Program Design:** Describe the components of the program, implementation timeline, and how they meet the expectations of this grant including coordinated services design to assist pupils in the successful completion of high school. Describe the outcomes the program is expected to achieve as a result of the funding? Please describe anticipated impact on graduation rates for FY20 and FY21.
 - **Operational Capacity:**
 1. Organization Experience: Provide a description of the organization and its ability to provide quality alternative education programming.
 2. Staff: Provide a summary of the titles, qualifications and responsibilities of key program staff. Include job descriptions and resumes of all staff as attachments.

- **Budget and Evaluation:**

1. Budget forms: Please prepare a detailed proposal budget in the budget forms provided in this RFP (Forms C and D). All costs must be **necessary** to successful program operation and **reasonable** relative to similar expenses charged elsewhere.
2. Budget narrative: Give a budget description in either narrative or outline format. This narrative should briefly describe the assumptions and logic used in arriving at a total for each line item in the Budget. This description should include how personnel costs are calculated; the bases used in estimating costs, and how major cost items relate to the proposed project activities. Note also any potential uses of subcontracts.
3. Describe the proposed evaluation component including those design elements identified in 4.2.3.

GENERAL ASSURANCES AND ADDITIONAL REQUIREMENTS

Awarded proposals must submit additional documents prior to the NH Department of Education providing funds.

- For LEAs, general assurances must be on file for FY20 by July 1, 2019 for the fiscal agent listed on the cover page of this proposal.
- Eligible applicants must include a letter of support, signed by a representative of the LEA, indicating the collaborative elements of the services provided by the eligible applicant in high schools within the LEA.

The NH Department of Education reserves the right to request additional information at any time during the contracting phase or throughout the life of the grant.

AWARDS AND PROPOSAL REVIEW PROCESS

The NH DOE, in partnership with the Dropout Prevention and Dropout Recovery Program Oversight Council, will establish a review panel to conduct a comprehensive, fair and impartial evaluation of all proposals received that meet the Request for Proposals minimum requirements. Proposals that do not meet minimum criteria will not be funded. Applications will be reviewed using the point scoring system specified on pages 7 and 8.

Each proposal will be evaluated and considered with regard to the solution and services proposed, qualifications of the LEA or organization, cost and the total quality of the proposed solution. The NH DOE 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)..

If the NH DOE, determines to make an award, the NH DOE will issue an *Intent to Award Notice* to an LEA or organization based on the review panel's recommendations and Commissioner of Education's decision. Should the NH DOE be unable to reach agreement with the selected LEA or organization during contract discussions, the State may then undertake contract discussions with the second preferred vendor and so on. Such discussions may continue at the sole option of the State, until an agreement is reached, or all proposals are rejected.

Any resulting contract from this RFP will be a non-exclusive contract. The State reserves the right, at its discretion, to retain other vendors to provide any of the services or deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total proposal.

PROJECT DELIVERABLES

- Year 1: Mid-grant report, including fiscal reporting information and progress toward program goals, due on February 15, 2020.
- Year 1: End-of-year report, including fiscal reporting information and progress toward program goals, due on June 30, 2020.
- Year 2: Mid-grant report, including fiscal reporting information and progress toward program goals, due on February 15, 2021.
- Year 2: Final report for entire grant period, including fiscal reporting information and progress toward program goals, due on June 30, 2021.

RATING CRITERIA

For those applicants that meet the established program participant requirements, the following criteria will be used to determine funding site(s).

- **Need – 30 Points**

Does the applicant:

1. Describe the applicant's dropout rate in cumulative numbers and percentages for the past three (3) years using department reporting methodology? How does this compare to other LEA needs?
2. Describe the demographics of the youth being targeted for support including age and special populations?

- **Program Design – 20 Points**

Does the applicant:

1. Include specific strategies and reasonable timeline for implementation?
2. Describe the components of the proposed program and how it meets the expectations of this grant including coordinated services design to assist students in the successful completion of high school?
3. Collaborate with career technical education programs and/or adult education centers in the region to serve at-risk youth?

- **Operational Capacity – 10 Points**

Does the applicant:

1. Describe organizational experience and its ability to provide quality youth programs? If the program was funded in FY18/19, did the applicant meet its goals as reflected in earlier proposal?
2. Describe its staff that will deliver the services or have the history of skills and qualifications to deliver the services?

- **Plans for Decreasing the Dropout Rate and Increasing Graduation Rates – 20 Points**

Does the applicant:

1. Describe outcomes to be achieved as a result of the funding? (Need to be specific – enrollments, completers, graduates)?
2. Describe anticipated impact on graduation rates for FY20 and FY21?

- **Budget and Evaluation – 20 Points**

Does the applicant:

1. Describe, in detail, evaluation methods and tools to collect data in order to demonstrate success in progress toward reducing the dropout rate?
2. Provide narrative and detailed budgets?
3. Describe necessary and reasonable costs?

**FORM A. Proposal Cover Sheet
Dropout Prevention and Dropout Recovery Grants
Programming – FY 2020 and FY 2021**

Applicant: _____

Contact Person: _____

Mailing Address: _____

Telephone: _____ FAX: _____

Email Address: _____

Applicant's signatures below indicate organization is agreeing to comply fully with the assurances and certifications as part of its responsibilities as a grantee. This proposal coordinates applicable state and federal resources with proposed alternative education funding to provide services to at-risk youth between the ages of 16-21 to improve graduation rates.

Applicant Date

Fiscal Agent (LEA Representative) Date

Superintendent Date

School Board Chair (LEA) Date

FORM C. BUDGET REQUEST

Organization: _____

Address: _____

Account Title: Dropout Prevention

	FY 2020 7/1/19– 6/30/20	FY 2021 7/1/20– 6/30/21	Total
Tuition			
Staff Salaries/Wages			
Participant Wages			
Fringe Benefits			
Travel/Transportation			
Communications			
Program Fees			
Expendable Supplies			
Textbooks			
Facilities/Space			
Equipment			
Insurance			
Support Services			
Profit (for profit orgs only)			
Other – Describe			
Other – Describe			
Other – Describe			
Other – Describe			
Other – Describe			
TOTALS			

TOTAL FOR DURATION OF CONTRACT (2-years): \$ _____

