



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

**Consultant – Bureau of Credentialing
Educator Preparation Program Approval**

October 23, 2017

The NH Department of Education is seeking individuals to provide training and logistical support to Institutions of Higher Education as they take part in the Professional Educator Preparation Program approval processes.

DEADLINE FOR RECEIPT OF PROPOSALS

Applications due: Proposals are due by 4:30 pm Monday, November 6, 2017.

PROPOSAL INQUIRIES & SUBMISSION

Questions regarding this Request for Proposals (RFP) and Submission of Proposals should include applicant fax number and/or email.

Direct program questions to:	Send proposals to:
Nicole Heimarck Department of Education 101 Pleasant St. Concord, NH 03301 Phone: (603) 271-2634 Nicole.Heimarck@doe.nh.gov	Jane Levesque Department of Education 101 Pleasant Street Concord, New Hampshire 03301 Fax: (603) 271-8709 Phone: (603) 271-3749 Email: Jane.Levesque@doe.nh.gov

CONTRACT PERIOD

From the date of approval by Governor and Council through June 30, 2018 and renewable through June 30, 2019.

PURPOSE

Provide training and logistical support to Institutions of Higher Education in applying for Professional Educator Preparation Program approval. Assist the New Hampshire Department of Education with organizing and conducting the program reviews.

I. BACKGROUND

The Department of Education is an executive-branch agency of the State of New Hampshire. It is responsible for providing regulatory direction, consulting services, and technical assistance to the State's elementary and secondary schools as well as to Institutes of Higher Education in their teacher education programs. The Council for Teacher Education as provided by RSA 190 acts in an advisory role to the NH State Board of Education regarding educator preparation program approval. New Hampshire has 14 Institutes of Higher Education with Professional Educator Preparation Programs.

II. REQUIREMENTS/ELIGIBILITY

Consultant must have:

- Experience working with or within teacher preparation programs
- Knowledge of state educator testing requirements
- Understanding of the administrative rules related to educator certification standards and educator preparation program approval
- Experience with conducting program approval site visits

III. SERVICES TO BE PROVIDED

During the period of Governor and Council approval to June 30, 2018, the contractor will provide the following services:

- Facilitate educator preparation program approvals, including recruitment, identification and training of highly qualified reviewers
- Research the impact of new program approval requirements on both the New Hampshire Department of Education and the state's teacher preparation programs.
- Develop training materials for the NH Department of Education and institute of higher education staff.
- Deliver technical assistance to program reviewers and professional educator preparation programs.
- Assist the NH Department of Education in preparing memorandums of understanding with Institutes of Higher Education to guide the process of program approval.
- Assist the NH Department of Education in preparing reports to the NH State Board of Education following program approval site visits.
- Attend monthly meetings of the Council for Teacher Education.
- Participate in program approval visits.

IV. GRANT APPLICATION REQUIREMENTS

Applicants for the Educator Preparation Program Approval RFP must provide the following information, not to exceed 5 pages, double-spaced, with font not smaller than 12 points:

1. a completed and signed Cover Sheet;
2. a concise abstract of your experiences that explain the background you would bring to the role of the consultant;
3. a description of the services that you could provide as the consultant;

4. time available (hours, days of the week);
5. a budget based on a per hour cost (hourly rate should include expenses and travel cost – you will not be able to bill separately for travel costs.); and
6. a current resume with at least two (2) references.

Candidates may submit their proposal indicating a maximum number of available days of service during the contract period.

V. PROPOSAL SUBMISSION AND REVIEW

Bid Procedures

1. To be considered for funding, an original and two identical copies of a formal proposal must be sent or delivered to **Jane Levesque**, by the deadline specified in this RFP. The proposal must include an original signature of the person authorized by the submitting entity to submit the proposal. Incomplete applications may be returned without review. As an accommodation to our rural state, fax and email transmissions are acceptable; an original hard copy must be mailed simultaneously according to submission timelines.

2. Proposals shall be submitted to:

Jane Levesque
Department of Education
101 Pleasant Street
Concord, New Hampshire 03301

3. Proposals will be reviewed for completeness and eligibility. Ineligible or significantly incomplete proposals will be rejected. A review panel will evaluate applications according to application requirements. The number of points to be awarded for each of the proposal elements is shown in parentheses. Each proposal shall include:

- a. *(zero to 45 points)* a concise abstract of the candidate's experiences that explain the background brought to the role;
- b. *(zero to 30 points)* a description of the services to be provided; and
- c. *(zero to 25 points)* an itemized budget of cost per hour times the number of hours of contracted service to be provided.

4. In order to provide bidders with the opportunity to present a response to this RFP which best presents their credentials and approach, a page limit has been established for the proposal (see Section IV). However the bidder's ability to develop a concise proposal which responds to all of the elements herein will be considered favorably in rating the proposal. Supplementary materials may be included as part of the submittal. These should either explain or expand upon information presented in the formal proposal. All supplementary materials must be clearly identified (e.g., Appendix A, B, etc.) and cross-referenced in the text of the formal proposal.

5. Qualified bidders may be asked to provide the Department with additional written materials or documentation of qualifications, and may be asked to meet with the proposal evaluation team to discuss their proposal.

6. Each bidder shall submit, along with the formal proposal, a completed/signed "Alternate W-9 Form" (see Attachment B).

7. Notification: It is the Department's intent to act promptly. Following review, the eligible applicant(s) will be contacted by Department of Education staff to discuss any modifications that may be required. Applicants whose proposals are recommended at less than the amount requested may be asked to revise the project budget and/or scope of work.

VI. Timeline

Individual contracts exceeding \$10,000 require Governor and Council approval. It is anticipated that the effective date for the contract will be on passage by the Governor and Council. The contract will extend through June 30, 2018 and be renewable through June 30, 2019.

VII. Limitation on Price

The bidder should present a budget that is reasonable and contains sufficient detail and justification for the services to be provided. The state has limited funds. Hourly rates must be competitive.

The current estimated amount to be budgeted by the State of New Hampshire to fund this service is up to \$25,000.00 for the period of this contract beginning in January, 2018 or when the contract is approved through June 30, 2018. This includes any reimbursement for travel. Travel to and from the NH Department of Education cannot be reimbursed.

VIII. Terms and Conditions

1. Unless otherwise deleted or modified by mutual agreement between the State of New Hampshire and the Contractor, all terms and conditions contained on page 2 of Form P-37 (Attachment A) shall be incorporated into the contract.

2. In creating or adapting documents and communications for the project, the Contractor must utilize at least Microsoft Office 2010 for Windows or its Macintosh equivalent, as needed for problem-free transfer, copying, and editing of files between contractor, the NH Department of Education, and other project partners. Prior to the contract closing date, the contractor will provide all necessary computer files to the Department.

3. Any and all documents produced as a part of this contract become the property of the New Hampshire Department of Education.

4. 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.

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

6. 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.

7. 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.

8. The Department may determine if it is in the best interest of the State to seek a "BEST AND FINAL OFFER" from bidders submitting acceptable and/or potentially acceptable proposals. The "BEST AND FINAL OFFER" would provide a bidder the opportunity to amend or change their original proposal to make it more acceptable to the State. The Department reserves the right whether or not to exercise this option.

9. Any expectations of support by the Department must be clearly defined by the Contractor.

10. Public announcements or news releases pertaining to the award of a contract shall not be made without the written permission of the Department of Education.

11. 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.

12. All obligations of the State, 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 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.

13. When delivering services under an approved contract, the Contractor shall work under the broad supervision of the Department Contracting Officer for this project.

14. The Department expects to award a contract no later than January 2018 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\(xrmrhu55dsvyhbzds3slofu\)\)/welcome.aspx](https://admin.state.nh.us/purchasing/vendorregistration/(S(xrmrhu55dsvyhbzds3slofu))/welcome.aspx)
- A Certificate of Insurance as noted in Section 14. Insurance and Section 15. Workers' Compensation (if applicable) of the P-37.

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.

15. 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.

IX. Terms and Conditions – for full time Local Education Agency Employees

Full time employees of a school district shall work out a mutual signed agreement with their administration.

X. Evaluation of Proposals

All proposals will be reviewed and rated by an evaluation team appointed by the Director of the Division of Program Support at the Department of Education. The Division Director will then make the final selection based upon the evaluation team ratings. Each proposal will be rated in accordance with the requirements established in this RFP. The maximum number of points for each of the required elements of a proposal is identified in Bid Procedures above. Additional points will be awarded for elements of added value for the Department that the Contract proposes. 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 awarding of a contract. If the Department chooses to award a contract relative to this RFP, it shall be to the responsive bidder that receives the highest total rating as a result of the proposal evaluation process.

XI. Tentative Work Schedule

Selected contractors will be notified by December 15, 2018. The contracting officer at the Department of Education will work with the successful bidders to prepare a contract for submission to the Governor and Council.

XII. Further Information

See contact information above.

XIII. Vendor Service Evaluation

The work of the vendor(s) will be evaluated to ensure the services are effectively completed. The vendor(s) should keep a log of the work performed under the contract and report to the Department on a weekly basis. The log should include the institutes supported as well as the type of support provided.

COVER SHEET

Educator Preparation Program RFP

(COMPLETE ALL THAT APPLIES)

APPLICANT:

PROJECT TITLE:

PROJECT DIRECTOR:

NAME:

TITLE:

ADDRESS:

TELEPHONE:

FAX:

E-MAIL:

AMOUNT OF FUNDS REQUESTED:

\$

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application has been authorized by the body, group, or institution being represented and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Person
Submitting

Title

Signature of Person Submitting

Date

DEPARTMENT