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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
VOCATIONAL REHABILITATION
DEPT. OF EDUCATION CITIZENS SERVICES 1-800-339-9900
BUREAU OF VOCATIONAL REHABILITATION CLIENT SERVICES 1-800-299-1647

REQUEST for PROPOSALS (RFPs)

May 31, 2018

Period of Performance

October 1, 2018 – September 30, 2019

General Proposal Information

The State of New Hampshire, Department of Education, Division of Career Technology and Adult Learning requests proposals to provide independent living services to individuals with significant disabilities. The contractor(s) will determine eligibility in accordance with 34 CFR Part 364.51 and 364.4 (Authority: 29 U.S.C. 711 and 796c (e)) to develop and approve Independent Living Plans based on 34 CFR 364.52, (Authority: 29 U.S.C. 711(c) and 796c (e) and (j)) and provide independent living services up to the limit of the contract based on 34 CFR 364.4 sections (1) through (21). (Authority: 29 U.S.C. 796 e-2 (1)).

The contractor(s) will be responsible for maintaining consumer case records, developing and maintaining a database for federal reporting, sending required reports and billing, and filing a federal report. The contractor(s) shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, for the benefit of the State the following insurance: comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. In addition, the contractor(s) must have worker's compensation insurance coverage.

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.

Once a proposal packet is received by the Department of Education, it will be immediately reviewed for completeness. If a packet is incomplete, the person who initially reviewed the packet will contact the provider and inform them that their proposal appears incomplete. A provider will have five business days to submit a complete proposal or their application will be withdrawn.

Purpose of Independent Living Services

Public and private non-profit organizations, who can provide independent living services to persons with any significant disability and who can demonstrate consumer control with a governing board comprised of at least 51% persons with disabilities, are invited to submit a proposal. The services to be provided include: service coordination*, orientation and mobility services for individuals who are blind, rehabilitation teaching services for individuals who are blind or visually impaired, assistive technology and technology related services specifically developed to assist individuals with visual impairments maintain independent living, and any other appropriate services designed to assist and individual who is blind to independently carry out daily living activities, support service providers for deaf-blind individuals, interpreter services, accessible van transportation, transportation reimbursement, home modifications, assistive equipment, Neuro-facilitation for individuals with brain injury, Neuro-Resource Facilitation (NRF), Information and Resources (I&R), TBI Family to Family Support Services, Armed Forces and Post Traumatic Stress Disorder (PTSD) Website and travel training.*

Part B money cannot be used to fund start-ups or cover an organization's administrative and overhead expenses in delivering these services. An organization needs to be a 501 C 3 or have filed for 501 C 3 status.

Definitions:

*Service Coordination means assisting an individual in acquiring any and all services that may be required to live independently, such as the determination of Part B eligibility, development and monitoring of an independent living plan, to ensure non-duplication of services.

*Travel Training means a program focused on increasing access to public transportation through one-on-one training with individuals and educational presentations to service providers.

Pending final grant award confirmation from ACL, approximately \$335,278.00 will be available to support the Title VII, Part B Independent Living Program. The State

Department of Education, Division of Career Technology and Adult Learning reserves the right to reject any and all proposals.

RFP Announcement

RFP's will be publicized in a statewide newspaper and the NH Department of Education website, RFP internet listing at <http://education.nh.gov/rfp/index.htm>

For Further Information and Technical Assistance

Attendance at a mandatory technical assistance conference is required. This conference will be held to provide potential applicants an opportunity to learn more about the program and preparation of the proposal.

The conference will be held on Tuesday, June 5th from 10am-12pm in Room 100, Walker Building, 21 South Fruit Street, Concord, NH. Bill Finn, Administrator, (603) 271-3471 Voice/TTY, will furnish proposal requirements upon request.

Five (5) hard copies of the completed proposals and an electronic version of the proposal must be submitted to Bill Finn, Administrator, Bureau of Vocational Rehabilitation c/o Independent Living Program, 21 South Fruit Street, Suite 20, Concord, NH 03301.

Application due date

Your completed application is due on or before 4:00 PM, Friday, June 15, 2018.

Proposal Inquiries

All questions about this Request for Proposal must be submitted in writing, email or fax no later than Thursday, June 7, 2018 to:

Bill Finn, Administrator
NH Department of Education
21 South Fruit Street, Suite 20
Concord, NH 03301
bill.finn@doe.nh.gov
T 603.271.3530
F 603.271.7095

Inquiries will be addressed if received by the deadline, in writing, if they are determined to be vital to the approval process. In addition, any modifications to the specifications contained in this RFP shall be made in writing immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. All questions and responses will be found on the NH Department of Education website on Friday, June 8, 2018 at (www.ed.state.nh.us). Verbal agreements or instructions from any other source are not authorized or binding on the State of New Hampshire.

Estimated Timeline

May 31, 2018	Release of the RFP
June 5, 2018	Mandatory Technical Assistance Conference
June 7, 2018	Submission of written questions pertaining to RFP
June 8, 2018	Posting of responses to DOE website
June 15, 2018	Deadline for receipt of proposals
June 29, 2018	Review of proposals, scoring and funding decisions
Award of Grants	Pending Governor and Council approval

Terms and Conditions

Proposals must include a statement that the organization submitting the proposal will accept the terms and conditions of the State of New Hampshire's standard Contract Agreement/General Provisions which is available upon request as a "hard copy" or can be emailed.

Special Provisions

Proposals must include a statement that the organization submitting the proposal will comply with the provisions of the US Code of Federal Regulations 34 CFR 364 and the following US Circular if applicable: Office of Management and Budget Circular A-110 "Uniform Administrative Non-Profit Organizations." Contractor/Vendor shall not make any award or permit any award (sub grant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment or Suspension".

Review by RFP Review Team

An RFP Review Team consisting of a four member evaluation team, appointed by the Director of Vocational Rehabilitation, will be organized to review and rate proposals. This team will review proposals successfully passing the initial technical review. Proposals will be evaluated using the point system described below. The Team will review and discuss their evaluations of all proposals, combine the individual scores and arrive at a composite technical score for each proposal. These scores will be used to determine the most advantageous contract awards.

Independent Living - Title VII Part B Proposal Criteria

Proposal Summary

This is an introduction giving an overview of the project and the funding requested. No points.

**Criteria
SCORE_____**

TOTAL

- 1. Statement of need** 10 points_____
- This can also be a “problem statement”
 - Give examples of the need
 - Include data to illustrate the need, including statewide data or trends
- 2. Project description** 20 points_____
- Services to be provided
 - Objectives of the project
 - Projected number of persons to be served
 - Detailed description of how services will meet the demonstrated need
 - Short biography of personnel who will provide the services
 - Expected outcomes/benchmarks
 - Proposed quarterly evaluation process for the services provided including what methods will be used to evaluate the impact and outcomes on persons served.
 - Describe how the project relates to the current State Plan for Independent Living
- 3. Sustainability** 20 points_____
- Describe how this project can be continued in future years without Part B funding
 - Describe specific steps to be taken to secure other funding sources
- 4. Organizational capacity** 15 points_____
- Description of the organization
 - Mission statement
 - Population served
 - Description of current programs and services
 - Location of programs
 - Evidence of governing board with consumer control (51% persons with disabilities)
- 5. Collaboration** 15 points_____
- Describe an existing collaboration or partnership between your organization and another organization in the community
 - Identify community partnerships that maximize resources and will leverage Part B funds
- 6. Part B Project and organization budget** 20 points_____
- Total project budget
 - Total organization budget (including rationale for each line item) showing:
 - Salary and fringe benefits
 - Non-personnel expenses (such as office supplies, rent, insurance)
 - Indirect costs, when appropriate

- Items paid by funding source
- Other funding sources and volunteers
- Consultants, if applicable, to be used for the program
- Percentage of Part B funds to total organizational budget
- Last available financial audit or a copy and six months of financial statements and bank statements

Appendix (Required Attachments)

Proof of 501 (c) 3 status

1. Certificate of Good Standing from the Secretary of State's Office
2. Bylaws of the organization
3. List of board members with brief biographies and their disabilities- if a member wishes not to disclose, list the number of members who have chosen not to disclose
4. Organizational chart highlighting the board's position in the decision making process in the organization
5. An interview with a board member, who can speak to the governance of the board over the organization
6. Board meeting minutes for the year preceding proposal submission
7. Job descriptions and resumes of key leadership and personnel providing the services

Important Notes for RFP Consideration

RFP must comply as follows, or it will be deemed unacceptable and not reviewed:

- Coversheet containing the organization's name and contact information
- List of attachments and total number of pages, including the cover sheet
- Copy of proof of insurance
- Date Proposal actually submitted
- A statement and signature of representative of the provider certifying that the packet is complete
- All proposals must be in black 12-point font and double-spaced.
- The proposal, excluding the appendix, attachments and table of contents, **cannot exceed 20 pages.**
- All pages after the table of contents are to be numbered consecutively.
- Each organization must submit 5 hard copies of the proposal and an electronic version of the proposal.

Proposal Acceptance

This RFP does not obligate the New Hampshire Vocational Rehabilitation to award funding. New Hampshire Vocational Rehabilitation reserves the right to accept or reject any or all proposals received. Any funding resulting from this request will be based on the organization's stability and experience related to this RFP, the organization's ability to handle the services and the organization's financial resources and cost.

Notification of Award

Upon conclusion of final negotiations with the successful Proposer, all Proposers will be notified in writing of their status. The final funding decisions will be made no later than June 29, 2018.

The State of New Hampshire, Department of Education, Division of Career Technology and Adult Learning, Bureau of Vocational Rehabilitation reserves the right to reject any and all proposals.

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: Title 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, and NH Law against discrimination (RSA 354-A).