

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

November 29, 2018

REQUEST FOR PROPOSALS

RFP #SPED-2018-13

***Building Capacity to Implement iSocial:* Process coaching of local iSocial leadership teams, including embedding family engagement strategies within the selected communities/sites**

Deadline for Receipt of Proposals: 4:00pm, Friday, January 11, 2019

Proposal Inquiries: All questions about this Request for Proposals (RFP) should be submitted in writing by e-mail or fax (include your fax number) to:

Barbara Dauphinais
New Hampshire Department of Education
Bureau of Student Support
101 Pleasant Street
Concord, New Hampshire 03301
Fax: (603) 271-1099
E-mail: Barbara.Dauphinais@doe.nh.gov

The deadline for receipt of inquires is 4:00pm, Friday, December 7, 2018. The 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 New Hampshire Department of Education 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 are encouraged to distribute this Request for Proposals (RFP) to any/all qualified individuals/organizations.

Grant Award:

The New Hampshire Department of Education (Department) expects to award a one year contract with the option to renew for an additional year, upon Governor and Council approval, whichever is later, to the successful applicant.

Purpose:

The purpose of this RFP is to seek proposals from an agency or organization that will support New Hampshire's local iSocial¹ leadership teams to engage in action planning, data collection and use, and implementation of the Pyramid Model. The Pyramid Model framework uses implementation science to promote evidence-based practices that build on the natural curiosity of the child and promote social and emotional development of young children. The successful applicant will develop a Master Cadre of highly skilled Process Coaches, build local capacity for process coaching, and embed family engagement strategies such as Positive Solutions for Families within the selected communities/sites.

For more information on iSocial, process coaches and family engagement, go to:
https://www.education.nh.gov/instruction/special_ed/isocial/index.htm

1.0 SERVICES TO BE PROVIDED

The successful applicant will be responsible to:

1.1 Implementation, Scale-Up and Sustainability

- 1.1.1 Participate in State level meetings to infuse process coach perspective into the ongoing development of iSocial:
 - o iSocial State Leadership Team (SLT)
 - o Pyramid Model State Leadership Team (PMSLT)
- 1.1.2 Participate in the development and delivery of the iSocial Learning collaborative;
- 1.1.3 Coordinate with related initiatives, as directed by the State;
- 1.1.4 Collaborate with project partners to promote an integrated coaching system, process, and coaching content that supports iSocial implementation of the Pyramid Model Framework;
- 1.1.5 Develop resources to promote the ongoing capacity to implement process coaching;
- 1.1.6 In collaboration with the iSocial SLT, support the development of a communication plan to message iSocial to key stakeholders;
- 1.1.7 Develop resources (videos, etc.) to promote all aspects of iSocial, as directed;
- 1.1.8 Ensure data reporting is timely, complete and accurate as directed by the Department, consistent with the evaluation plan and data analysis frameworks for both Process Coaches and Positive Solutions for Families (PSF) facilitators and trainers;
- 1.1.9 Provide written reports of activities on an as needed basis;

1.2 Family Engagement

- 1.2.1 Coordinate activities to promote family voice with other Department efforts;
- 1.2.2 Embed family-engagement strategies in local community and implementation site leadership teams;
- 1.2.3 Provide resources to community collaboratives to support family engagement;
- 1.2.4 Develop state-level PSF trainers who then train local facilitators to provide PSF in the iSocial communities;
- 1.2.5 Provide incentives and supports to ensure trained local facilitators offer Positive Solutions for Families;
- 1.2.6 Contribute PSF and family engagement resources to iSocial website;
- 1.2.7 Provide reports on the successes and challenges of PSF strategies; and
- 1.2.8 Participate in iSocial State Leadership Team and PMSLT specific to family voice.

¹ *iSocial is a system of supports to improve the social-emotional outcomes for young children in early childhood settings designed to help implement the Pyramid Model Framework through professional development, collaboration and infrastructure development and data-informed, team-based decision-making. iSocial originated through the NHDOE's State Systemic Improvement Plan (SSIP) and is expanding into community settings with the support of a State Personnel Development Grant (SPDG)

1.3 Master Cadre of Process Coaches

- 1.3.1 Develop and oversee a Master Cadre of at least four (4) highly-skilled process coaches. This includes orientation, training and the operation of a Professional Learning Community for the Master Cadre;
- 1.3.2 Ensure that the Master Cadre oversees training of local process coaches in five (5) or more communities to support community-based and site-based leadership teams with the completing of Benchmarks of Quality and the development and implementation of action plans related to infrastructure development.

1.4 Process Coaches

- 1.4.1 Recruit, retain and train local process coaches for each of the five (5) community collaboratives and the iSocial implementation sites;
- 1.4.2 Identify strategies to promote ongoing support and professional development for local process coaches to include things such as Professional Learning Communities, Learning Collaboratives, informational webinars, etc.;
- 1.4.3 Prepare to scale-up throughout these five (5) communities and expand into additional communities across the State;
- 1.4.4 Engage in a process to build local capacity to gradually release external process coaches;
- 1.4.5 Provide ongoing technical assistance to process coaches, community collaboratives and implementation sites regarding data-based decision making and the utilization of iSocial data system;
- 1.4.6 Oversee distribution of funds to the community collaboratives to support action plan implementation;
- 1.4.7 Plan, facilitate and follow-up monthly meetings of the process coaches to support supervision of the coaches and to promote consistency of coaching implementation;
 - o Related iSocial implementation workgroups/committees
- 1.4.8 Provide ongoing supervision of process coaches;
- 1.4.9 Troubleshoot and problem solve as issues arise; and
- 1.4.10 Provide a continuum of access for experienced iSocial sites and others to access process coach support either through local funding or State support

2.0 REPORTING

The successful agency or organization shall provide the Department, Bureau of Student Support monthly invoices using the Bureau of Student Support invoice template by the 10th of each month, supported by a report that reflects a summary of activities that have taken place in accordance with the terms of the contract. Approval of funds must meet requirements stipulated in the New Hampshire Federal Funds Handbook:

http://www.education.nh.gov/documents/fed_funds_handbk.pdf

3.0 CONFLICTS OF INTEREST

The successful individual or agency will inform the Department of any conflicts of interest (appearance of or actual) prior to accepting the contract and while engaged in the contract.

4.0 MINIMUM REQUIREMENTS

- 4.1 Knowledge of the Pyramid Model Framework including Pyramid Model practices;
- 4.2 Knowledge of implementation science and connecting the Pyramid Model Framework to related evidence-based practices and strategies such as DEC recommended practices and trauma-informed care;
- 4.3 Knowledge of and experience implementing Professional Learning Communities (PLCs);
- 4.4 Experience with implementing or supporting process coaching;
- 4.5 Experience with implementing PSF;
- 4.6 Knowledge of effective practices in recruiting, engaging and managing personnel;
- 4.7 Strong communication skills;
- 4.8 Ability to oversee the distribution of funds to community collaboratives;
- 4.9 Knowledge of and ability to support data-based decision making;
- 4.10 Knowledge, understanding and ability to support the use of technology for distance coaching;
- 4.11 Knowledge of effective group facilitation practices; and
- 4.12 Knowledge of coaching competencies.

5.0 TERMS & CONDITIONS

- 5.1 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.
- 5.2 The Department reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
- 5.3 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 Department to issue a contract.
- 5.4 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.
- 5.5 Public announcements or news releases pertaining to the award of a contract shall not be made until approved by the Governor and Council.
- 5.6 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.
- 5.7 All obligations of the Department, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of Department, 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.
- 5.8 When delivering services under an approved contract, the contractor shall work under the broad supervision of the Department Contracting Officer for this project.
- 5.9 Unless otherwise deleted or modified by mutual agreement between the Department and the contractor, all general provisions contained on the Form P-37 (see **Attachment A**) shall be incorporated into the contract.
- 5.10 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 successful bidder will be required to provide the Department with the following information:
 - A recent financial statement, and
 - A Certificate of Existence from the Secretary of State's OfficeIn 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.

5.11 **"Any information submitted as part of a bid in response to this request for proposal (RFP) (or request for bid (RFB) 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."

5.12 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.

5.13 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 (OMB) 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.**

5.14 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.

6.0 LIMITATIONS ON CONTRACT PERIOD

The Department expects to award a one year contract effective upon Governor and Council approval to the successful applicant with the option to renew for one additional year. Unless there is a change in the plan requirements and/or services to be delivered, the cost of the contract shall not exceed \$217,000.00 annually.

Funding for the *Building Capacity to Implement iSocial* is 100% federal funds under the State Personnel Development Grant (SPDG) CFDA #84.323A.

7.0 APPLICATION PROCEDURES

7.1 For purposes of this RFP, a proposal will include:

- (a) A letter of interest detailing professional and educational experience as related to the Services to be Provided (1.0) and Minimum Requirements (4.0);
- (b) Three (3) letters of recommendation that highlight applicant's skills or abilities to carry out the RFP requirements in sections 1.0 through 4.0;
- (c) Current resume(s) of key staff;
- (d) Any products that may demonstrate the applicant's level of expertise;
- (e) A detailed management plan describing how the applicant will accomplish the services to be provided, with metrics for measuring critical elements of the plan and an implementation timeline; and
- (f) A comprehensive budget for each year of the contract.

7.2 This documentation will be evaluated to determine if the applicant meets or exceeds the Minimum Requirements (4.0) and has the ability to accomplish the Services to be Provided (1.0). This will include a description of their work experience and educational background including supervision, providing professional development (e.g. training and coaching for program improvement), and

Pyramid Model implementation or process coaching in early childhood/educational settings. This will include a review of the letter of interest, letters of recommendation and resume. This evaluation will be based on the applicant's ability to provide evidence of the following criteria:

- (a) Technical Skill, including, but not limited to: recruiting, engaging and managing personnel; training; coaching (in-person and virtual); group facilitation; communication; collaboration; report writing; and data analysis and data-based decision making (15 pts);
- (b) Content Knowledge, including but not limited to the Pyramid Model Framework and related evidence-based practices, process coaching, Positive Solutions for Families and implementation science (15 pts);
- (c) Personnel and partners are identified, have the necessary qualifications, and are committed to engaging in the work (15 pts);
- (d) Quality of Services to be Provided – Description of how the applicant will accomplish the Services to be Provided (1.0) as evidenced through the management plan and supported by products that demonstrate the applicant's level of expertise and experience. The management plan should address all aspects of the Services to be Provided and include an implementation timeline which is consistent with project goals (20 pts);
- (e) Metrics are ambitious but achievable and measure accomplishments of the project (15 pts); and
- (f) Budget Completion and Relevance – the budget will be clear, accurate and include a budget narrative justifying all expenses for each year. Expenditures will be sufficient and directly related to the Services to be Provided (1.0). Indirect costs may not exceed 8% unless documentation is provided of an approved federal rate that is higher. (20 Points)

- 7.3 Each bidder shall submit, along with the formal proposal, a completed/signed "Alternate W-9 Form" (see **Attachment B**).
- 7.4 Each bidder shall submit, along with the formal proposal, a completed/signed "Cover Page" (see **Attachment C**).
- 7.5 An original and four (4) identical copies of a formal proposal shall be submitted by 4:00pm, Friday, January 11, 2019 to:

Barbara Dauphinais
New Hampshire Department of Education
Bureau of Student Support
101 Pleasant Street
Concord, New Hampshire 03301

8.0 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 Application Procedures 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 applicants that receives the highest total rating as a result of the proposal evaluation and/or interview process.

9.0 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