

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

January 26, 2018

REQUEST FOR PROPOSALS

RFP #SPED-2018-2

Pyramid Model State Leadership Team Meeting Facilitator

Deadline for Receipt of Proposals: 4:00pm, Friday, February 23, 2018

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 Special Education
101 Pleasant Street
Concord, New Hampshire 03301
Fax: (603) 271-3791
E-mail: Barbara.Dauphinais@doe.nh.gov

The deadline for receipt of inquiries is 4:00pm, Friday, February 2, 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.

PURPOSE

The purpose of this RFP is to seek proposals from an individual or agency for a skilled meeting facilitator to serve as New Hampshire's Pyramid Model State Leadership Team (PM SLT) Meeting Facilitator. This team consists of a cross-sector of NH early childhood leaders co-led by the New Hampshire Department of Health and Human Services Bureau Chief of Child Development and Head Start Collaboration, the New Hampshire Department of Education Office of Student Wellness Administrator and the Part B State Systemic Improvement Plan Coordinator. The vision of the PM SLT is that: "All NH families, early childhood programs, and communities have the capacity to support the social emotional well-being of infants and young children." This team is comprised of public and private partners at both the state and local level, including partners implementing the PM. The PM SLT members represent higher education, IDEA Part C, family organizations, preschool special education, Maternal and Child Health home visiting, Substance Abuse and Mental Health Services Administration

projects, philanthropy, early childhood programs utilizing the Pyramid Model (PM), training and TA providers, behavioral health, and the NH Early Childhood Advisory Council – Spark NH. In December 2017, the PM SLT created an initial five-year plan for implementation, scale-up and sustainability that addresses key structures and includes data and evaluation systems and dissemination.

1.0 SERVICES TO BE PROVIDED

1.1 The PM SLT Facilitator will be responsible for:

- 1.1.1 planning meeting agendas in collaboration with the PM SLT Co-Leaders that invite participation and include appropriate time allocation and prioritization for agenda items;
- 1.1.2 preparing meeting materials as directed by the PM SLT;
- 1.1.3 disseminating meeting minutes, agendas and other materials as needed to the PM SLT;
- 1.1.4 facilitating up to 12 monthly, three (3) hour meetings per year and up to two (2) full-day retreats per year at locations secured by the PM SLT;
- 1.1.5 utilizing a range of facilitation methods;
- 1.1.6 building and maintaining professional knowledge of meeting facilitation and content knowledge of the Pyramid Model Framework; and
- 1.1.7 adhering to established PM SLT meeting norms and procedures.

2.0 REPORTING

The successful individual(s) or agency shall provide the NHDOE, Bureau of Special Education monthly invoices using the NHDOE, Bureau of Special Education 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.

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 or while engaged in the contract.

4.0 MINIMUM REQUIREMENTS

4.1 A single individual will be identified to serve as the PM SLT Facilitator.

4.2 The identified PM SLT Facilitator will be skilled in all aspects of meeting facilitation including but not limited to:

- 4.2.1 planning for the effective use of time;
- 4.2.2 fostering open participation;
- 4.2.3 stimulating discussion by asking questions to prompt idea generation;
- 4.2.4 guiding the team with clear methods and processes;
- 4.2.5 active listening to check for understanding and keep discussion moving;
- 4.2.6 facilitating brainstorming when appropriate;
- 4.2.7 consensus-building to allow all members to share perspectives and propose ideas ultimately resulting in the development of an effective decision;
- 4.2.8 resolving conflicts that may arise in the decision-making process;
- 4.2.9 recording what people are saying when appropriate (via chart paper, whiteboard, etc.);
- 4.2.10 facilitating action planning and implementation; and
- 4.2.11 communicating with PM SLT members as needed between meetings.

4.3 Knowledge of a range of facilitation methods.

4.4 Knowledge of varied learning and thinking styles.

4.5 Demonstrate effective participatory and interpersonal communication skills.

- 4.6 Preliminary knowledge of implementation science and the Pyramid Model Framework.
- 4.7 The ability to work with representatives from State agencies, partner organizations, school districts, and community members.
- 4.8 Effective communication skills (oral and written).
- 4.9 Must be able to utilize email as a form of communication.

5.0 TERMS & CONDITIONS

- 5.1 The NHDOE 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 NHDOE reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
- 5.3 The NHDOE 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.
- 5.4 If the NHDOE chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. The NHDOE 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 NHDOE 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 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.
- 5.7 All obligations of the NHDOE, 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 NHDOE 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.
- 5.8 When delivering services under an approved contract, the contractor shall work under the broad supervision of the NHDOE Contracting Officer for this project.
- 5.9 Unless otherwise deleted or modified by mutual agreement between the State and the contractor, all general provisions contained on the Form P-37 (see **Attachment A**) shall be incorporated into the contract.
- 5.10 The NHDOE 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 (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."**

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 their 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 AMOUNT AND CONTRACT PERIOD

6.1 The Department expects to award a two (2) year contract effective upon Governor & Council approval, for one (1) single contractor. 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 \$12,000.00 annually, for a total not to exceed \$24,000.00 for the two (2) year contract period.

7.0 Bid Procedures

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

- 7.1.1 a letter of interest detailing professional, volunteer, or educational experience as related to the Services to be Provided (1.0); Reporting (2.0), Conflict of Interest (3.0) and the Minimum Requirements (4.0);
- 7.1.2 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;
- 7.1.3 any product that may demonstrate the level of expertise of the identified facilitator;
- 7.1.4 a current resume for the identified facilitator; and
- 7.1.5 a two year budget that includes compensation, travel and any operating costs if applicable.

7.2 This documentation will be evaluated to determine if the applicant has the ability to accomplish the Services to be Provided and meets or exceeds the Minimum Requirements. This evaluation will be based on the applicant's ability to provide evidence of the following criteria:

- 7.2.1 Significance of Proposal – Description of applicant's abilities to meet or exceed the Minimum Requirements (4.0), including a description of their volunteer and work experience and educational background. This will include a review of the letter of interest, letters of recommendation, resume and any products demonstrating expertise. (60 pts)
- 7.2.2 Budget Completion and Relevance – the budget will be clear, accurate and include a budget narrative justifying all expenses. Expenditures will be sufficient and directly related to the Services to be Provided (1.0). Indirect costs may not exceed 8% unless you have an approved federal rate that is higher. (40 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, February 23, 2018 to:

Barbara Dauphinais
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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 Bid 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 bidders that receives the highest total rating as a result of the proposal evaluation and/or interview process.

Upon conclusion of final negotiations with the successful proposer, all proposers will be notified in writing of their status, upon final approval of a contract by Governor & Council.

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