

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

June 19, 2019

REQUEST FOR PROPOSALS

RFP #SPED-2019-8

Project SEARCH Program Sites

Deadline for Receipt of Proposals: 4:00pm, Wednesday, July 24, 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 inquiries is 4:00pm, Friday, June 28, 2019. 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 organizations 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 up to five (5) one-year contracts effective upon Governor & Council approval through June 30, 2020 to the successful applicant(s). Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed \$100,000.00 annually or \$500,000.00 total for the one (1) year contract period. Based on the performance and identified ongoing need, the Department reserves the right to renew the contract for an additional three (3) years, not to exceed \$100,000.00 annually for the additional three (3) years.

Purpose:

The purpose of this RFP is to seek proposals from agencies/organizations interested in developing a new or enhancing and improving an existing Project SEARCH sites, consistent with the Project SEARCH school-to-work core model and guidelines, in partnership with the New Hampshire Department of Education, Bureau of Student Support and Vocational Rehabilitation, by offering students and young adults with disabilities the tools and training they need to work within a field that aligns with their identified strengths, interests, and abilities. The program shall be broken down into three training areas including, skills development, on-site classroom instruction/training, and rotational internships. The selected sites will enable students and young adults with disabilities to gain and maintain employment.

Project SEARCH is a 9-12 month program that provides immersion in a large community business. The program is approved by the New Hampshire Department of Education and focuses on sector-based training which takes place entirely at the host business. The person-centered philosophy of Project SEARCH helps students build upon skills that will lead to a career, and allows them to graduate with measurable skill gains leading to employment. The Program focuses on serving students and young adults with a variety of developmental disabilities (acquired before age 22, such as intellectual disability, visual impairment, hearing impairment, orthopedic impairment, autism, etc.). The Sites provide consistent on-site staff including a certified teacher and work-site trainers.

1.0 SERVICES TO BE PROVIDED

The Project SEARCH Program Sites:

- 1.1 Oversee and coordinate a Project SEARCH model in alignment with the national Project SEARCH model;
- 1.2 Train and support the development of additional key staff, trainers and administrators of Project SEARCH;
- 1.3 Professional staff will work with teacher and work site trainers to support students through each phase of the process;
- 1.4 Analyze student's abilities and assist in enabling students to achieve competitive, integrated employment opportunities at the host business or in the community;
- 1.5 Provide ongoing supervision and support of work site trainers and teachers;
- 1.6 Monitor trainers and teachers to ensure adherence to the SEARCH model;
- 1.7 Collaborate with partners when necessary to resolve issues;
- 1.8 Provide written reports of activities on a monthly basis;
- 1.9 Plan, facilitate and follow-up monthly meetings of the trainers and teachers to support supervision and to promote consistency in implementation of the model;
- 1.10 Participation in State-level Project SEARCH Oversight Committee meetings;
- 1.11 Collaborate and communicate with the Bureau consistently, and on an as-needed basis.

2.0 REPORTING

The successful individual(s) or agency shall provide the Bureau of Student Support with 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 Project SEARCH standards and model fidelity.
- 4.2 Knowledge of the implementation guidelines and regulations.
- 4.3 Ability to provide on-the-job training, classroom teaching, and rotational internships.
- 4.4 Knowledge of effective practices in recruiting, engaging and managing personnel.
- 4.5 Have been a Project SEARCH site in the past 3 years, or are a current SEARCH site.
- 4.6 Ability to provide appropriate professional and support staff, including curriculum teacher.

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 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 State, 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 (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 (OBM) 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 CONTRACT PERIOD

The Department expects to award up to five (5), one-year contracts effective upon Governor & Council approval through June 30, 2020 to the successful applicant(s). Unless there is a change in the plan requirements and/or services to be delivered, the cost for the contract shall not exceed \$100,000.00 annually or \$500,000.00 total for the one (1) year contract period. Based on the performance and identified ongoing need, the Department reserves the right to renew the contract for an additional three (3) years, not to exceed \$100,000.00 annually for the additional three (3) years.

Funding for the *Project SEARCH Program Sites* is 100% federal funds under State Grant-B, Individuals with Disabilities Education Act, CFDA #82.027.

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). **(15 pts)**
- (b) Current resume(s) of key staff. **(10 pts)**
- (c) Any products that may demonstrate the applicant's level of expertise. **(20 pts)**
- (d) 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. **(20 pts)**
- (e) Personnel and partners identified that are committed to engaging in the work. **(15 pts)**
- (f) A comprehensive budget for each year of the contract. **(20 pts)**

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

7.3 Each bidder shall submit, along with the formal proposal, a completed/signed "Cover Page" (see **Attachment C**).

7.4 An original and four (4) identical copies of a formal proposal shall be submitted by 4:00pm, Wednesday, July 24, 2019 to:

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