

REQUEST FOR PROPOSALS
RFP #SPED-2018-9

iSocial Professional Development System

The deadline for receipt of inquiries was 4:00pm, Friday, October 12, 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.

The inquiries below were determined to be vital to the competitive bidding process and have been provided an answer.

Q. What is the anticipated award amount? Is there a cap? What is the maximum contract amount or what is the anticipated range for funding?

A. There is not an established award amount (maximum or minimum). Proposals should include estimates of costs to provide all services outlined in the RFP.

Q. Is there a page range or page limit for the response?

A. No, there is no page range or limit for the response; however, the reviewers appreciate succinct and clear proposals.

Q. What is the number of coaching recipients (i.e. number of schools/programs, classrooms, providers, etc.)?

A. We anticipate having a Master Cadre of at least five expert practice-based coaches and administrators of Pyramid Model fidelity measures. The Master Cadre will train and support additional coaches and assessors in the five community collaboratives.

Q. Is it intended for all children receiving Part C to receive coaching?

A. No, children are not being coached.

Q. Are subcontractors permitted?

A. Yes, as long as the sub-contractors meet the applicable minimum requirements and are capable of delivering the applicable services to be provided as outlined in section 1.0 of the RFP.

Q. How many people should be included in the budget for the NTL conference?

A. Please include funding for 1-3 people to attend the NTL conference.

Q. What is the original source of these funds?

A. The contract is 100% federally funded through the US Department of Education Office of Special Education Programs.

Q. How many "selected communities" do you currently work with and how many do you estimate will need to be serviced in Year 1 and then Year 2? i.e Is it just iSocial grantee communities or also SSIP, etc...

A. We will be working with the 5 community collaboratives and their identified implementation sites as well as creating a continuum of access for sites that have previously participated in iSocial or other potential new sites to access iSocial coaches, trainers, or practice fidelity assessors either through local funding or state support. There is a recognition that services will largely depend on capacity.

Q. Of the selected communities, how many individual practitioners do you estimate will be ready for coaching in Year 1 and then Year 2?

A. We are working with one practitioner in each of the communities year 1. The scale-up for future years will depend on site readiness and our capacity.

Q. How many “institutions of Higher Ed” are ready to start infusing PM into their curriculum? Or do these relationships still need to be built? What does support look like? Working with Professors to modify their lesson plans, training professors or teaching the classes to students?

A. There is a separate RFP https://www.education.nh.gov/rfp/documents/rfp_11_isocial_pyramid_model_framework_k_teacher_preparation_programs.pdf to select up to two Institutions of Higher Education (IHE) to engage in deep work around the infusion of the Pyramid Model Framework and Practices into their curriculum. Additionally, iSocial partners with the IHE Task Force to share resources and information to support further diffusion of these efforts.

Q. We know what a Practice-Based Coach and trainer are what type of “administrator” are you talking about?

A. These are the administrators of the Pyramid Model fidelity measures such as the Teaching Pyramid Observation Tool (TPOT) and the Teaching Pyramid Infant Toddler “ “ Observation Scale (TPITOS).

Q. Are the fidelity measures already determined or will they need to be created?

A. Practice-based fidelity measures are inherent to the Pyramid Model and the Evaluation “ Team is currently finalizing fidelity measures related to coaching and training.

Q. Can these monthly consults with the National Consortium be done by phone/Zoom meeting?

A. Yes.

Q. Who are the project partners?

A. At this time the project partners include the selected IHEs, the iSocial External Evaluator (Antioch University) and the coordinator of the process coaches (currently the NH Parent Information Center).

Q. Who is the Practice-based Coaching Coordinator for SSIP?

A. Practice-based Coaching for the State Systemic Improvement Plan (SSIP) districts is currently managed through SERESC.

Q. Does this Task Force already exist? Where, when and how long does it meet?

A. Yes, the IHE Task Force already exists and they are currently meeting quarterly for approximately 2 hours.

Q. Does access mean invite them to existing training or does it mean provide training separately for this group?

A. It means inviting them to existing trainings, although a separate training might make sense at some point.

Q. When you talk about “validated administrators of Pyramid Model fidelity measures” are you talking about TPOT and TIPITO administrators? And will you expect the contractor to train these validators as well?

A. Yes, validated administrators of Pyramid Model fidelity measures include validated TPOT and TIPITOS administrators as well as those validated for the forthcoming home visiting fidelity measure. Initial training and validation would be conducted through a separate contract. Ongoing TA to support and maintain validation and rater reliability will be covered through this contract.

Q. Will the state be having a Data Collection system that will need to be used or will we be able to create our own?

A. The State has developed a data collection system that will need to be used for collecting coaching logs and activities, practice fidelity data, and coaching fidelity data. Additional data collection regarding training activities and supervision are not currently in the system and will need to be tracked separately.

Q. Will the PB Coaches need to have Background checks while working each school/center?

A. Background check and fingerprinting requirements vary based on type of site and individual program requirements. Coaches will be required to adhere to site and state regulations as appropriate.

Q. For sustainability – how will the contractor who oversees the Process-based Coaches collaborate with us to build a system that allows the schools/centers/ communities to access “coaching” for PM implementation easily in the future?

A. We have established an expanded core team that includes key vendors and state leads to work together on this.

Q. Can we write in a 90 day or so training/planning period in to our proposal to assist with program startup and staff transitions?

A. Start-up activities may be included in your management plan.

Q. Could you explain the difference in audience for 1.0 (Services to be Provided) items 1.1 and 1.2 (defining Master Cadre.

A. The Master Cadre are highly skilled experts in the area and can grow additional coaches, trainers and administrators. These additional coaches, trainers, and administrators comprise the “pool” referred to in 1.1.

Q. Are there data measurements already in place with the DOE or will the partnering Agency create this?

A. The State has developed a data collection system including measures for coaching activities, practice fidelity and coaching fidelity data. Additional data collection regarding training activities and supervision are not currently in the system and will need to be tracked separately.

Q. Regarding 1:5 under Section 1.0- Are there existing fidelity check lists, data, and coaching logs or will the partnering Agency create this?

A. Practice-based fidelity measures are inherent to the Pyramid Model and the Evaluation Team is currently finalizing fidelity measures related to coaching and training. Standardized coaching logs are utilized and entered into the state data system.

Q. Are there currently designated meeting spaces for the required monthly meetings, or does the partnering Agency need to provide space? If the latter, can we build occupancy costs into the budget?

A. The iSocial Expanded Core, SLT and Evaluation meetings have designated spaces already established. The iSocial Learning Collaboratives and trainings would need space and are appropriate to include in the budget.

Q. Have there been any initial discussions with Higher Education around Pyramid Model Practices being incorporated into curriculum?

A. Yes, some work was done on that last year and there is a lot of enthusiasm. There is a separate RFP.

https://www.education.nh.gov/rfp/documents/rfp_11_isocial_pyramid_model_framework_teacher_preparation_programs.pdf to select up to two Institutions of Higher Education (IHE) to engage in deep work around the infusion of the Pyramid Model Framework and Practices into their curriculum.

Q. We have identified a potential staff person for the position described in the RFP. This individual is currently a trainer for Child Care Aware and an Adjunct Instructor at NCC/NHTI. Would this be considered a conflict of interest?

A. No, not that we are aware. As long as the time funded by this position was not part of the other activities.

Q. Could you elaborate on what is meant in section 4.9 of the RFP (knowledge of individual and group coaching competencies)?

A. This requirement refers to the different competencies needed for individual practice-based versus group practice-based coaching.

Q. Whether companies from Outside USA can apply for this? (like, from India or Canada)

A. This is an open RFP process however the applicant would need to be able to provide the services within the state and demonstrate a high level of skill with the specific areas of the grant. The intent of this work is to develop in-state capacity to implement the Pyramid Model framework statewide.

Q. Whether we need to come over there for meetings?

A. Yes, the iSocial Professional Development System Coordinator/Director would need to participate in meetings in New Hampshire. Coaching, training and administration of fidelity measures would also be occurring in the state.

Q. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A. No. Except for participation in the national conference and consultation with the Pyramid Model Consortium, the "Services to be Provided" need to be performed locally.

Q. Can we submit the proposals via email?

A. No, as per the Request for Proposals (RFP) 7.5 "An original and four (4) identical copies of a formal proposal shall be submitted."