



New Hampshire

Department of Education

Summer Learning Series and CTE RFP Frequently Asked Questions

February 22, 2022

- 1.) How will the New Hampshire Department of Education (NHDOE) be actively involved in the selection of the venue?
 - A.) The NHDOE will confer with NH CTE Directors to determine the characteristics of a venue that will best meet the needs of participants in the summer learning series, including location and type of venue. NHDOE will communicate this information to the vendor and will ensure that the final venue selection aligns with the characteristics identified in collaboration with the CTE Directors.
- 2.) Access for the largest number of CTE teachers and other CTE professionals is important. One centrally located potential spot is the Concord area. Must the venue for the Summer Learning Series be in Concord?
 - A.) No, the venue does not have to be in Concord. There are a number of characteristics to consider when selecting a venue, including availability, price, capacity, accessible location and setting.
- 3.) Does the NHDOE have speakers selected?
 - A.) Speaker and workshop presenter selection, including topics, backgrounds, and specific recommendations, is part of a process of obtaining feedback from the CTE Directors. NHDOE will work closely with NH CTE Directors to determine the content of keynotes and workshops and will then identify the speakers best able to provide content. The vendor will work with the identified speakers to schedule them and arrange for any speaking fees or honoraria.
- 4.) Is there an expected registration cost?
 - A.) The NHDOE would like to keep costs for attending CTE educators as low as possible, while acknowledging that charging an admission fee can help defray costs incurred by the vendor in securing the event. One other way to defray costs, and to allow registrations to remain relatively low, is to charge a per booth space fee for vendors in a vendor space within the venue.
- 5.) Would costs associated with overnight hotel room fees be part of the cost proposal?
 - A.) The total cost proposal would not include hotel room fees for participants. The NHDOE would expect a vendor to work with area hotels or the venue, should it be a hotel, to secure blocks of rooms reserved in advance for participants.
- 6.) May a vendor submit a proposal with multiple estimated cost projections based on a range of options?
 - A.) Yes, however reviewers will use the criteria outlined in the scoring rubric included with the RFP to inform their analysis of cost proposals.

- 7.) When will the NHDOE begin payments to a vendor? Many venues require money up front to secure spaces within the venue.
 - A.) Upon approval from the NH Governor and Executive Council, the NHDOE may enter into a contract agreement with a vendor. Invoicing and payment can commence immediately after such approval. In the case of a venue, a vendor may submit an invoice for the cost of securing a location to NHDOE at the time a vendor generates such an invoice.
- 8.) What is a non-exclusive contract?
 - A.) NHDOE reserves the right to enter into other contracts with other vendors to complete work related to the Summer Learning Series. It should be noted that such contracts would be the result of a competitive RFP process.
- 9.) How did NH DOE arrive at a number of around 250 participants?
 - A.) This approximate number is based on the trajectory established by registrations for each subsequent summer learning series event over the past several years.