



New Hampshire Charter School Office

Addendum 1: CSP-2022-03

Charter School Training Services

Date: March 15, 2022
Addendum No.: 1
Submission Deadline: April 5, 2022

RFP No: CSP-2022-03
RFP Name: Charter School Training Services

This addendum contains:

- Changes to the RFP document, as noted below
- Answers to submitted questions

Changes to the RFP Document

Section 1: Part D. Contract Period & Project Assignments is replaced with the below:

Section 1: Part D. Contract Period & Project Assignments

The Contracts resulting from this RFP will be effective upon the date of Governor and Executive Council approval, through December 30, 2024. The Department may extend contracted services for up to two (2) additional years, contingent upon satisfactory vendor performance, continued funding, and Governor and Executive Council approval.

Assignments (vendor developed trainings) resulting under this contract are at the sole discretion of the NHDOE. Assignments must be approved prior to delivery to the desired audience. Selection for a contract does not guarantee an approved assignment.

Vendors that are awarded contracts as a result of this RFP will provide individual price proposals for each training session for review and approval prior to delivery. Each proposal must contain a course summary, quantity of and qualifications summary for trainers to be used, duration of the session, anticipated travel/per diem costs, all labor and materials. Contracts resulting under this RFP will not exceed \$450,000 in total over the entirety of the contract.



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Questions & Answers

The following clarifications and answers to questions received through 3/11/2022 are offered and incorporated into the RFP.

1. Q: As an individual, is there guidance as to whether training might be better suited for community wide platforms or individual schools?

A: We would rely on the trainer to suggest the best method of delivery based on content, approach to the lesson, and your experience. It is possible that tweaks to the approach or content could lend topics to be delivered both in formal training sessions (conference or meeting) and for individual schools. This allows school leaders to be introduced to a topic at a community-wide opportunity and request a more in-depth or repeat of the content for their entire school team.

2. Q: What is the frequency of PD cycles for the charter schools. (i.e. weekly, monthly)

A: PD cycles and schedules will vary school to school. We envision creating a menu of trainings available for individual schools to choose from and the school would work with the trainer to schedule. The NHDOE would oversee and support the one-on-one sessions and approve for payment upon completion.

We also envision using vendors chosen through this process to provide training during formally scheduled sessions. These scheduled sessions would include 1-2 conferences per year, an additional 3-4, half-day focused training sessions (virtual or in-person), and offering shorter sessions as part of our monthly meetings. We are hoping to leverage each formal interaction we have with schools to provide them with training.

3. Q: Is the maximum contract amount \$150,000, per vendor, per year?

A: Please see page 1 of this addendum for changes to the RFP language. Our current plan is to develop a contract for a 3 year period, making the potential max overall per vendor over the entire 3-year contract \$450,000.

However, it is important to note that the contract documents will not guarantee any amount to any vendor. The ultimate value of a vendor's contract at the end of the 3-year period will depend on a number of factors including, but not limited to:

- The federal government's continued funding and level of funding for the New Hampshire Charter School Program Grant;
- The level of demand for a vendors training sessions;
- Ability of vendors and schools to sync schedules and create one-on-one training opportunities;



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- Ability of vendor to participate in scheduled conferences, meetings, and community-wide events.

Additionally, the federal grant program that will fund these contracts has budget limits we must adhere to. The DOE will be monitoring the total expended on charter training to make sure the overall expenditures do not exceed these budget allowances.

4. Q: Should the cost proposal be broken down per session or for the overall body of work?

A: For the purposes of the submission, we are seeking a common basis for evaluating price in our review. As such, we are asking for the vendors to provide the hourly rates for us to evaluate. Rate should be inclusive of all direct and indirect costs for labor as well as include profit.

These rates can be provided on an individual basis or on a function basis. See examples below:

Option 1

Jane Doe	Senior Training Specialist	\$XX.XX
John Doe	Coordinator	\$XX.XX
Judy Doe	Training Specialist	\$XX.XX
Per diem	Travel, meals, etc.	\$XX.XX
Per diem	Hotel	\$XX.XX

Option 2

Trainers/Presenters	\$XX.XX
Coordination and Support	\$XX.XX
Per diem (Travel, meals, etc.)	\$XX.XX
Per diem (Hotel)	\$XX.XX

5. Q: To what extent will NHDOE support the identification of participants and the marketing of training opportunities?

A: NHDOE will take the lead with these efforts. We plan to send monthly flyers, mention/feature a vendor a monthly meetings and reach out to schools to see what their individual needs are. We will then work to connect schools with vendors. Vendors are welcome to submit materials for DOE to share with Charter School such as syllabi, course descriptions, pamphlets, etc. to assist in promoting their programs.

6. Q: Has a needs analysis been performed and used to develop the list of topics within the RFP? If not, will the vendor be responsible for conducting a needs analysis?

A: Yes, this is currently underway with results due prior to contract negotiations so that you will have preliminary information and thoughts from the charter community. The topics listed in the



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RFP are the Departments current assessment of needs and training that would be of value to the community based on experience and informal discussions.

7. Q: How many trainings does NHDOE anticipate delivering each year overall and by content areas identified in the RFP?

A: NHDOE plans to have at least a dozen formalized charter wide community interactions that could be platforms for training annually. Additionally, we are hoping to connect vendors and school to have individualized training. Those opportunities will vary for vendors based on the level of school demand.

8. Q: Are the training sessions that will be provided in Attachment B provided as examples, or are they binding on the vendor?

A: The provided topics are examples based on our impressions and informal discussions with schools. We are open to new topics suggested by vendors. Similarly, schools may suggest new topics during the course of the contract that open new possibilities and opportunities for selected vendors.

9. Q: Does “Work collaboratively with NHDOE Charter School Office” imply that your staff will be available to provide detailed input and feedback on the content of the New Hampshire specific modules?

A: It is the intent of the Office of Charter Schools at the NHDOE to work closely with all chosen vendors to develop a comprehensive list of training sessions, build out schedules for training sessions, and review the content to be provided prior to training session delivery. For proposed training sessions that are highly specific to New Hampshire, the DOE would expect to be highly involved in the development of the sessions and of the content.

10. Q: In Section 1, under *Contract Period & Project Assignments*, it states “Contracts will not exceed \$150,000 in total”. We think this implies that the total funding available for all the services and deliverables described in Section 2 is \$150,000 and not that each vendor’s contract cannot exceed a total of \$150,000, however, we would like you to confirm our understanding of the funds available for work to be completed under this RFP.

A: Please see page 1 of this document and the answer to question 3.

11. Q: Can we use NH DOE facilities for in-person trainings?

A: It is possible that DOE facilities can be used for in-person trainings and would depend on the number of attendees. For sessions where audiences are expected to be larger than can be accommodated at the DOE offices, the DOE would secure an alternate site, working with the vendor to ensure it meets the needs of the vendor.



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12. Q: Is there a time of day (and/or weekends) that is best for the stakeholders?

A: For trainings aimed at individual schools, the schedule preferences may vary widely. For conferences and coordinated meetings where trainings would be featured, we would work with chosen vendors to map out schedules for these events and provide communications to schools well in advance.

13. Q: Can you clarify the budget, when it says, “not to exceed to \$150,000 in total”? Does that mean if five contracts are awarded the total across all five will be no more than 150,000 (e.g. 5 at 30,000)? Or is it per contract? Is that per year or through Dec, 30 2024?

A: Please see page 1 of this document and the answer to question 3.

14. Q: Can a vendor be awarded multiple contracts?

A: It is our intent to issue one contract per selected vendor. Multiple trainings and training topics could be approved under a single contract.

15. Q: Can we use the state’s Canvas site?

A: This contract was signed in 2020 and was for a 3-year period. The Charter School Office is unsure of the level of adoption of this platform by charter schools and the plan for extending the contract for this service. As a result, it would be best for vendors to plan an alternate method of delivery and tracking.