



New Hampshire

# Department of Education

New Hampshire Department of Education

## Equipping NH Educators

Adding virtual instruction capacity to their toolbox

Funding Opportunity Announcement (FOA)

Posted:

Proposal Due Date:

February 26, 2021

Bid # RFP-Higher Ed-2021-1



New Hampshire

Department of Education

## Section 1: Project Overview & Schedule

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### A. Executive Summary

Beginning in March 2020, in response to the COVID pandemic, schools, teachers and students pivoted to remote instruction and support with virtually no notice or training. All of these stakeholders performed admirably given the difficult circumstances that they faced.

This disrupted learning continued in the summer and through the fall semester, and will continue to impact learning in the spring of 2021. Over the period from March 2020 until now, schools, teachers and students have increased their capacity to instruct and learn successfully in a virtual setting. This has not been easy for our teachers, most of whom have been formally trained for in-person instruction and have not had formal training on how to conduct on-line instruction.

While it is expected that by September 2021 – if not sooner – the effects of the pandemic will have subsided sufficiently to return to in-person instruction, we have all seen the importance and value of teachers having the skills to conduct on-line instruction. Over the summer of 2021, the NH DOE seeks to offer all New Hampshire educators formal instruction, to include some type of micro-credential, in the art of on-line instruction.

Toward that end, the NH DOE is seeking proposals from qualified vendors to conduct this statewide effort.

### B. Project Schedule

The following table provides the timeline for this project. The NH DOE reserves the right to amend this Schedule at its sole discretion and at any time through written notification.

Date	DATE	LOCAL TIME
Funding Opportunity Announcement Posting	1-22-21	4:00 PM
Bidder Inquiry Period Ends	2-5-21	4:00 PM
NH DOE Responses to Bidder Inquiries	2-12-21	4:00 PM
Proposal Deadline	2-26-21	4:00 PM
Anticipated Award Notification and commencement of contracting	3-19-21	4:00 PM

## Section 2: Description of NH DOE & Eligible Bidders

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### A. Description of NH DOE

The Equipping NH Teachers project will be located within in the Division of Educator Support and Higher Education of the New Hampshire Department of Education (NH DOE).

The NH DOE supports local school systems providing primary and secondary educational opportunities to New Hampshire families and students, among other functions. The Division of Educator Support and Higher Education oversees licensing for all New Hampshire educators, provides transcripts for now-closed colleges, provides oversight of postsecondary educator preparation programs, approves postsecondary institutions to accept VA funds, licenses career schools, and coordinates the Higher Education Commission which oversees private and out-of-state institutions of higher education serving New Hampshire students.

### B. Eligible Bidders

The NH DOE is prioritizing two principal criteria for potential Bidders. First, the Bidders must themselves possess a track record of success with on-line student instruction, including students in a post-secondary environment. This will include having demonstrated the effectiveness of that programming by market growth, student outcomes and program reach. Secondly, potential Bidders must also have demonstrated experience training cohorts of educators, including educators in primary and secondary systems.

## Section 3: Project Design

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### A. Project Requirements

- The NH DOE anticipates making a single award for this work but reserves the right to make more than one award if it deems appropriate.
- It is anticipated that this training will be completed over the summer of 2021, between June and September, although the NH DOE will entertain alternative schedules with the goal of training as many New Hampshire teachers as possible.
- Funds must be spent within the performance period.
- Funding for this project will be through federal sources that include certain federal compliance requirements that must be met by Bidders, including required assurances. The anticipated funding sources for this work will be from the Elementary and Secondary School Emergency Relief Fund (ESSERII) and/or the Governor's Emergency Education Relief Fund (GEER I/II).
- Successful Bidder(s) will negotiate a contract with the NH DOE that will include, at a minimum, typical terms and conditions included in the New Hampshire State P-37 standard form contract and may be subject to Governor and Council or other State approval process.

### B. Scope of Work

Successful Bidders will:

- Demonstrate a track record of success with on-line student instruction, including students in a post-secondary environment and experience training cohorts of educators, including educators in primary and secondary systems.
- Describe the implementation timeline.
- Describe the proposed training approach.
- Describe why the proposed training approach will be effective.
- Describe how the training will be implemented to recruit and train as many teachers as possible, to include specific targets of how many teachers will be brought through the training.
- Describe the micro credential that will be offered to successful completers of the training.
- Describe how the training can be transferred forward, if a candidate wants to do that, toward post-secondary education credit(s).
- Provide a detailed budget. This may include a fixed base cost portion as well as a per-capita value based on the number of teachers that engage the training.

## Section 4: Proposal Content and Scoring Criteria

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### A. Proposal Content

- Proposal cover page
- Overview of project approach and outcome
- Project Approach, including a discussion of the content of the training. Such training content will include:
  - How to build and structure a course for on-line instruction
  - Instructional techniques for on-line instruction
  - Use of a learning management system for effective on-line instruction
- Project implementation timeline
- Project recruitment and participation plan, including the targeted number of teachers participating
- Proposed micro-credential
- Transferability of training to post-secondary, for those interested
- Bidder’s track record of success with on-line instruction
- Project Budget

### B. Criteria for Evaluation and Scoring

If the NH DOE determines to make an award, the NH DOE will issue an “intent to negotiate” notice to a Bidder based on these evaluations. Should the NH DOE be unable to reach an agreement with the selected Bidder during Contract discussions, the NH DOE may then undertake Contract discussions with the second preferred Bidder and so on, or the NH DOE may reject all proposals, cancel this RFP, or solicit new Proposals under a new acquisition process.

Proposals will be reviewed and scored using the following scoring criteria:

• Project Approach, including a discussion of the content of the training	20
• Project implementation timeline	5
• Project recruitment and participation plan, including the targeted number of teachers participating	10
• Proposed micro-credential	10

• Transferability of training to post-secondary credit(s), for those interested	5
• Bidder’s track record of success with on-line instruction	15
• Demonstrated experience training cohorts of educators	15
• Project Budget	10

The Department of Education reserves the right to seek clarification of any information contained in a submitted Proposal for this initiative. The Department may, at its sole discretion, waive minor or immaterial deviations from the RFP requirements if determined to be in the best interest of the State, and may reject any and all Proposals at any time.

### Section 5: Proposal Submission, Deadline, and Location Instructions

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Proposals submitted in response to this RFP must be received by the NH DOE, no later than the time and date specified in the Project Schedule above. Bidders must submit both printed and electronic copies of their proposal (see below). Electronic copies shall be submitted by Email to the email address below. Printed copies must be addressed to:

State of New Hampshire  
 Department of Education  
*c/o*  
 Laura Stoneking  
 101 Pleasant Street  
 Concord, NH 03301  
 Laura.A.Stoneking@doe.nh.gov

**Proposals must be marked as follows:**

STATE OF NEW HAMPSHIRE

RESPONSE TO RFP 2021-BES#1

Equipping NH Educators

Unless waived as a non-material deviation, late submissions will not be accepted and will be returned to the Bidder unopened. Delivery of the Proposals shall be at the Bidder’s expense. The time of receipt shall be considered when a Proposal has been officially documented by the NH DOE, in accordance with its established policies, as having been received at the location designated above. The NH DOE accepts no responsibility for mislabeled mail or mail or email that is not delivered or is undeliverable for any reason. Any damage that may occur due to shipping shall be the Bidder’s responsibility.

All Proposals submitted in response to this RFP must consist of at least:

- One (1) printed copy of the Proposal, including all required attachments.
- One (1) electronic version of the Proposal, including all required attachments. This may be emailed to the NH DOE at the above email address, but confirmation of receipt should be verified timely;
- One (1) redacted, electronic version of the Proposal, with all Confidential Information fully redacted, including all required attachments.

Bidders who are ineligible to bid on proposals pursuant to the provisions of RSA 21-I:11-c shall not be considered eligible for an award under this proposal.

#### A. Proposal Inquiries

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be submitted via email to the following RFP designated Points of Contact:

TO: Laura Stoneking; [laura.a.stoneking@doe.nh.gov](mailto:laura.a.stoneking@doe.nh.gov)

CC: Frank Edelblut; [frank.edelblut@doe.nh.gov](mailto:frank.edelblut@doe.nh.gov)

Inquiries must be received by the NH DOE's RFP Points of Contact no later than the conclusion of the Bidder Inquiry Period (see Project Schedule above). Inquiries received later than the conclusion of the Bidder Inquiry Period shall not be considered properly submitted and may not be considered.

The NH DOE intends to issue official responses to properly submitted inquiries on or before the date specified in the Project Schedule section, herein; however, this date is subject to change at the NH DOE's discretion. The NH DOE may consolidate and/or paraphrase questions for sufficiency and clarity. The NH DOE may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon the NH DOE. Official responses by the NH DOE will be made only in writing by the process described above. The RFP and answers to inquiries will be posted on the NH DOE's website at: [The Department of Education \(www.education.nh.gov\)](http://www.education.nh.gov). Bidders shall be responsible for reviewing the most updated information related to this RFP before submitting a proposal.

#### B. Restriction of Contact with NH DOE Employees

From the date of release of this RFP until an award is made and announced regarding the selection of a Bidder, all communication with personnel employed by or under contract with the NH DOE regarding this RFP is forbidden unless first approved by the RFP Points of Contact listed in the Proposal Inquiries section, herein. NH DOE employees have been directed not to hold conferences and/or discussions concerning this RFP with any potential contractor during the selection process, unless otherwise authorized by the RFP Points of Contact. Bidders may be disqualified for violating this restriction on communications.

### C. Validity of Proposal

Proposals must be valid for one hundred and eighty (180) days following the deadline for submission of Proposals in Schedule of Events, or until the Effective Date of any resulting Contract, whichever is later.

### D. By the submission of a proposal, the Bidder certifies:

- Services and prices in the proposal have been determined independently, without consultation, communication or agreement for the purpose of restricting competition;
- No attempt has been made nor will be made by the Bidder to induce any other person or firm to submit a proposal for the purpose of restricting competition;
- The person signing this proposal is authorized to legally represent the company or firm, and is legally responsible for the decision as to price and supporting documentation provided as a result of the RFP;
- The Bidder will comply with all Federal, State, and NH DOE policies, guidelines, and requirements; and
- Prices in the proposal have not been knowingly disclosed by the Bidder and will not be disclosed prior to award to any other Bidders.

### E. Payment

Each Bidder will include in their proposal a Payment Schedule based on project milestone achievements. Payment terms and a final payment schedule will be negotiated at the time of the contract. Contract payments are subject to the availability of funds.

### F. Terms and Conditions

#### Public Disclosure

Pursuant to RSA 21-G:37, all responses to this RFP shall be considered confidential until the award of a contract. At the time of receipt of proposals, the NH DOE will post the number of responses received with no further information. No later than five (5) business days prior to submission of a contract to the Department of Administrative Services, the NH DOE will post the name, rank or score of each Bidder. In the event that the contract does not require Governor & Executive Council approval, the NH DOE shall disclose the rank or score of the proposals at least five (5) business days before final approval of the contract.



The content of each Bidder's Proposal shall become public information upon the award of any resulting Contract. Any information submitted as part of a response to this request for proposal (RFP) 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 will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). However, business financial information and proprietary information such as trade secrets, business and financial 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 this 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 NH DOE, and must mark/stamp each page of the materials that you claim must be exempt from disclosure as "CONFIDENTIAL". A designation by the Bidder of information it believes exempt does not have the effect of making such information exempt. The NH DOE will determine the information it believes is properly exempted from disclosure. Marking of the entire Proposal or entire sections of the Proposal (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, Bidder pricing will be subject to disclosure upon approval of the contract. The NH DOE will endeavor to maintain the confidentiality of portions of the Proposal that are clearly and properly marked confidential.

If a request is made to the NH DOE to view portions of a Proposal that the Bidder has properly and clearly marked confidential, the NH DOE will notify the Bidder of the request and of the date the NH DOE plans to release the records. By submitting a Proposal, Bidders agree that unless the Bidder obtains a court order, at its sole expense, enjoining the release of the requested information, the NH DOE may release the requested information on the date specified in the NH DOE's notice without any liability to the Bidders.

#### Ethical Requirements

From the time this RFP is published until a contract is awarded, no Bidder shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any Bidder that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any Bidder who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from bidding on the RFP, or similar request for submission and every such Bidder shall be disqualified from bidding on any RFP or similar request for submission issued by any state NH DOE. A Bidder that was disqualified under this section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the department of administrative services, which shall note that information on the list maintained on the state's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

## Standard Contract Terms

The standard form contract P-37 attached hereto shall form the basis for any resulting contract. The selected Bidder and the NH DOE shall promptly execute the P-37 contract, as amended by the parties to incorporate the services requirements of this RFP, payment considerations, and any other reasonable administrative practices and services.

To the extent that a Bidder believes that exceptions to the standard form contract will be necessary for the Bidder to enter into an Agreement, the Bidder should note those issues during the Inquiry Period. The NH DOE will review requested exceptions and accept, reject or note that it is open to negotiation of the proposed exception at its sole discretion. If the NH DOE accepts a Bidder's exception the NH DOE will, at the conclusion of the inquiry period, provide notice to all potential Bidders of the exceptions which have been accepted and indicate that exception is available to all potential Bidders. Any exceptions to the standard form contract that are not raised during the Bidder inquiry period are waived. In no event is a Bidder to submit its own standard contract terms and conditions as a replacement for the State's terms in response to this solicitation.