



New Hampshire

# Department of Education

STATE OF NEW HAMPSHIRE DEPARTMENT OF EDUCATION

Final Agency Responses to Proposer Inquiries

**Educational Surrogate Parent Program: Master Surrogate Parents**

**RFP # SPED-2022-4**

**3/28/2022**

## **1. How do I submit my proposal?**

Proposals may be submitted the following ways: by U.S. Mail, Delivery Service (UPS, FEDEX and other services), In-Person and Electronic:

### **U.S. Mail**

State of New Hampshire Department of Education

Mary Ellen Hamilton

101 Pleasant Street

Concord, New Hampshire 03301

### **Delivery Service**

State of New Hampshire Department of Education

Mary Ellen Hamilton

25 Hall Street

Concord, New Hampshire 03301

### **In-Person**

To arrange In-Person Drop off please email [MaryEllen.Hamilton@doe.nh.gov](mailto:MaryEllen.Hamilton@doe.nh.gov)

Important Please arrange for drop off before due date.

### **Electronic**

Email: Penny.F.Duffy@doe.nh.gov

## **2. Do I need to both mail and email the proposal?**

No, you only need to submit your complete proposal once using one of the approved submission methods above.

## **3. Does the proposal need to be notarized?**

No it does not need to be notarized.

## **4. Do you need to submit a Certificate of Authority with the proposal?**

No. That is a document that may be needed during the contracting process if selected.

## **5. Is an Alt-W9 required with the proposal?**

No. You need to be able to meet requirements to be a state vendor to enter into the contract if selected. You do not need to submit a Alt-W9 with the proposal.

## **6. What are the content and requirements for a proposal ?**

Please see the published RFP for completed details of what is required. Some items mentioned are

- Proposal needs to arrive on time.
- A letter of interest describing the Proposer's capabilities to deliver the services detailed in the Scope of Work set forth in this RFP, including a description of volunteer, work experience and educational background.
- Three (3) letters of recommendation.
- Current resume
- Any product as evidenced through documentation submitted that demonstrate the proposer's level of expertise and experience to accomplish the Scope of Work set forth in this RFP.
- Each bidder shall submit, along with the formal proposal, a completed/signed "Cover Page" (see Appendix B).