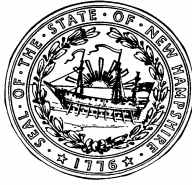


**NEW HAMPSHIRE DEPARTMENT OF EDUCATION
REQUEST FOR PROPOSALS**



The NH Department of Education is seeking individuals to serve as School Improvement Coaches as a part of the State Support System. School Improvement Coaches will work with selected schools and districts to improve student achievement.

DEADLINE FOR RECEIPT OF PROPOSALS

Applications due: Friday, January 19, 2007

Friday, February 16, 2007

Friday, March 16, 2007

PROPOSAL INQUIRIES & SUBMISSION

Questions regarding this Request for Proposals (RFP) and Submission of Grant Requests should include applicant fax number and/or email.

Direct questions to:

Richard Andrusiak
Department of Education
101 Pleasant Street
Concord, New Hampshire
Fax: (603) 271-7381
Phone: (603) 271-3844
Email: randrusiak@ed.state.nh.us

Direct application to:

Carol Angowski
Department of Education
101 Pleasant Street
Concord, New Hampshire
Fax: (603) 271-7381
Phone: (603) 271-8392
Email: cangowski@ed.state.nh.us

CONTRACT PERIOD

From the date of approval of Governor and his Council and it is estimated that the services will be provided through June 30, 2007.

PURPOSE

The purpose of the School Improvement Coach school assistance program is to improve technical assistance in mathematics to selected schools and districts to raise student achievement to meet state performance targets. The NH Department of Education (DOE) is required to provide technical assistance to schools and districts designated in need of improvement. A significant element of the Department's assistance will be delivered through the expertise of School Improvement Coaches. School Improvement Coaches will be engaged to offer workshops, provide assistance in the implementation of the New Hampshire grade-level and grade-span expectations, meet with curriculum committees, and provide content training and coaching for schools and districts as assigned.

REQUEST FOR PROPOSALS

to

SERVE AS SCHOOL IMPROVEMENT COACHES AS A PART OF THE STATE SUPPORT SYSTEM

I. BACKGROUND INFORMATION

New Hampshire Education Law 193-C:9 Local Education Improvement and Assessment Plan: Local Education Improvement Fund.

I. There is hereby established a local education improvement fund in the state treasury for the purpose of providing assistance to local school districts.

II. The department of education is authorized to use the amounts transferred to the education improvement fund, in addition to any available federal funds for any of the following purposes:

- 1. To support and administer the local education improvement plan program.*
- 2. To collect, analyze, and report the demographic and educational improvement data.*
- 3. To assist local school staff with analysis and use of school performance data.*
- 4. To provide grants as available to school districts for school improvement.*
- 5. To provide a system of annual recognition to identify best practices and promote school improvement.*

II. ELIGIBILITY - to work in mathematics

The Department is seeking to contract with several individuals for School Improvement Coach positions. These individuals shall have specific experiences including: implementation and assistance to others in the implementation of the New Hampshire grade-level and grade-span expectations, acting as a mathematics coach within a school or district, guiding peers in the analysis of NECAP assessment results, and/or providing professional workshop sessions to peers.

III. SERVICES TO BE PROVIDED

Under the guidance of Department staff a School Improvement Coach will:

1. Provide assistance to districts/schools in the implementation of the New Hampshire grade-level and grade-span expectations.
2. Serve as a mathematics coach within a district or school.
3. Guide districts or schools in the analysis of assessment results.
4. Provide professional development activities as agreed upon through consulting with district or school administrators.
5. Work with curriculum committees and district/school teams.
6. Meet and collaborate with Department staff and other coaches as needed.

IV. GRANT APPLICATION REQUIREMENTS

Applicants for the School Improvement Coach RFP must provide the following information, not to exceed 10 pages, double-spaced, with font not smaller than 12 points:

1. a completed and signed Cover Sheet;
2. a concise abstract of your experiences that explain the background you would bring to the role of School Improvement Coach;

3. a description of the services that you could provide as a School Improvement Coach to support schools and districts;
4. time available (hours, days of the week);
5. a budget based on a per hour cost (including travel and expenses) of no more than sixty-two fifty (\$62.50); and,
6. a current resume with at least two (2) references.

Candidates may submit their proposal for a maximum of 20 days of service during the contract period. As a part of their contract, candidates will agree to participate in quarterly half day meetings to be held with Department of Education staff to ensure sharing and development of consistent information and should budget for these meetings.

V. PROPOSAL SUBMISSION AND REVIEW

Bid Procedures

1. To be considered for funding, an original and three identical copies of a formal proposal must be sent or delivered to **Carol Angowski**, Department of Education by 4:30pm on January 19, 2007; February 16, 2007 or March 16, 2007. The proposal must include an original signature of the person authorized by the submitting entity to submit the proposal. Incomplete applications may be returned without review. As an accommodation to our rural state, fax and email transmissions are acceptable; an original hard copy must be mailed simultaneously according to submission timelines.

2. Proposals shall be submitted to:

Carol Angowski
New Hampshire Department of Education
101 Pleasant Street
Concord, NH 03301
Fax: 271-7381
Email: cangowski@ed.state.nh.us

3. Proposals will be reviewed for completeness and eligibility. Ineligible or significantly incomplete proposals will be rejected. A review panel will evaluate applications according to application requirements. The number of points to be awarded for each of the proposal elements is shown in parentheses. Each proposal shall include:

- a. *(zero to 35 points)* a concise abstract of your experiences that explain the background you would bring to the role of School Improvement Coach
- b. *(zero to 35 points)* a description of the services that you could provide as a School Improvement Coach to support schools and districts
- c. *(zero to 30 points)* an itemized budget not to exceed sixty-two fifty per hour (\$62.50/hr) times the number of days of contracted service to be provided;

4. In order to provide bidders with the opportunity to present a response to this RFP which best presents their credentials and approach, a page limit has been established for the proposal. However the bidder's ability to develop a concise proposal which responds to all of the elements herein will be considered favorably in rating the proposal. Supplementary materials may be included as part of the submittal. These should either explain or expand upon information presented in the formal proposal. All supplementary materials must be clearly identified (e.g., Appendix A, B, etc.) and cross-referenced in the text of the formal proposal.

5. Qualified bidders may be asked to provide the Department with additional written materials or documentation of qualifications, and may be asked to meet with the proposal evaluation team to discuss their proposal.
6. Each bidder shall submit, along with the formal proposal, a completed/signed "Alternate W-9 Form" (see Attachment B).
7. Notification: It is the Department's intent to act promptly. Following review, eligible School Improvement Coaches will be contacted by Department of Education staff to discuss any modifications that may be required. Applicants whose proposals are recommended at less than the amount requested may be asked to revise the project budget and/or scope of work.

VI. Timeline

A contract to acquire consultant services for more than \$5,000 requires Governor and Council approval. It is anticipated that the effective date for the contract will be on passage by the Governor and Council. The contract will extend through June 30, 2007.

VII. Limitation on Price

The bidder should present a budget that is reasonable and contains sufficient detail and justification for the services to be provided.

VIII. Terms and Conditions

1. Unless otherwise deleted or modified by mutual agreement between the State of New Hampshire and the Contractor, all terms and conditions contained on page 2 of Form P-37 (Attachment A) shall be incorporated into the contract.
2. In creating or adapting documents and communications for the project, the Contractor must utilize at least Microsoft Office 97 for Windows or its Macintosh equivalent, as needed for problem-free transfer, copying, and editing of files between contractor, the NH Department of Education, and other project partners. Prior to the contract closing date, the contractor will provide all necessary computer files to the Department.
3. Any and all documents produced as a part of this contract become the property of the New Hampshire Department of Education.
4. The State shall not be responsible for or pay any costs incurred by the bidder in the preparation of the proposal submitted in response to this RFP.
5. The Department reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
6. The Department reserves the right to reject any and all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.
7. If the Department chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. The Department shall then develop a contract for Governor and Council approval. The contract shall incorporate, by reference, all provisions of this RFP and the successful bidder's proposal. In preparing a contract with the successful bidder, the Department reserves the right to clarify any terms and conditions contained in the proposal.

8. The Department may determine if it is in the best interest of the State to seek a “BEST AND FINAL OFFER” from bidders submitting acceptable and/or potentially acceptable proposals. The “BEST AND FINAL OFFER” would provide a bidder the opportunity to amend or change their original proposal to make it more acceptable to the State. The Department reserves the right whether or not to exercise this option.

9. Any expectations of support by the Department must be clearly defined by the Contractor.

10. Public announcements or news releases pertaining to the award of a contract shall not be made without the written permission of the Department of Education.

11. The State shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract approved by Governor and Council.

12. All obligations of the State, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of state, federal or other funds and in no event shall the State be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.

13. When delivering services under an approved contract, the Contractor shall work under the broad supervision of the Department Contracting Officer for this project.

14. The Department expects to award a contract to the successful bidder.

IX. Terms and Conditions – for full time Local Education Agency Employees

Full time employees of a school district shall work out a mutual signed agreement with their administration to serve as a School Improvement Coach. In such case compensation will happen through the LEA system.

X. Evaluation of Proposals

All proposals will be reviewed and rated by an evaluation team appointed by the Bureau of Accountability. Each proposal will be rated in accordance with the requirements established in this RFP. The maximum number of points for each of the required elements of a proposal is identified in Bid Procedures above. Additional points will be awarded for elements of added value for the Department that the Contract proposes. The Department shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the awarding of a contract. If the Department chooses to award a contract relative to this RFP, it shall be to the responsive bidder that receives the highest total rating as a result of the proposal evaluation process.

XI. Tentative Work Schedule

Contractors will be selected and notified by January 26, 2007, February 23, 2007, or March 23, 2007. The contracting officer at the Department of Education will work with the successful bidders to prepare a contract for submission to the Governor and Council.

XII. Further Information

Contact Richard Andrusiak at randrusiak@ed.state.nh.us or via phone at 603-271-3844.

**NEW HAMPSHIRE DEPARTMENT OF EDUCATION
REQUEST FOR PROPOSALS**

COVER SHEET

SCHOOL IMPROVEMENT COACH PROGRAM RFP

(COMPLETE ALL THAT APPLIES)

APPLICANT:

PROJECT TITLE:

PROJECT DIRECTOR:

NAME:

TITLE:

ADDRESS:

TELEPHONE:

FAX:

E-MAIL:

AMOUNT OF FUNDS REQUESTED:

\$

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application has been authorized by the body, group, or institution being represented and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Person Submitting

Title

Signature of Person Submitting

Date

DOE June 1, 2005