

REQUEST FOR PROPOSALS
NEW HAMPSHIRE INVESTIGATOR/EDUCATOR SERVICES

Deadline for Receipt of Proposals: March 31, 2009

Background:

The Department of Education is an executive-branch agency of the State of New Hampshire. It is responsible for providing regulatory direction, consulting services, and technical assistance to the State's elementary and secondary schools.

The State's educational system includes 200,274 public and 20,842 non public students, with instruction provided by 15,484 staff in 468 public and 175 non public schools. Public schools are organized in 175 districts and 83 school administrative units.

Minimum Services to be Provided:

During the period of Governor and Council approval to June 30, 2011, the contractor will implement the protocols for the investigation of teacher misconduct complaints as outlined in Education Rule 511.05. www.gencourt.state.nh.us/rules/ed500.html

1. At the request of the Director, Division of Program Support or designee, initiate investigations of complaints that come to the attention of the Director.
2. Coordinate with agencies that are involved in the local, state, and federal investigation of educator misconduct.
3. After a thorough investigation, develop a report for review by the Division Director.
4. Maintain an accurate, secure file management system including computer applications on investigations and disciplinary actions against certified educators.
5. Collaborate with the New Hampshire Department of Safety, Division of State Police, Central Repository of Criminal Records on issues related to school employment background investigations.

Scope of the Work:

The contractor will be responsible for providing the investigative services and delivering products.

The contractor will identify a work plan and schedule for FY 2010 and FY 2011.

Deliverables:

Progress reports are due on the first Monday of every month.

Time Line:

A contract to acquire the services for an Investigator requires Governor and Council approval. It is anticipated that the effective date for the contract will be on or after July 1, 2009. The contract will extend through June 30, 2011.

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 shall be incorporated into the contract. The current estimated amount to be budgeted by the State of New Hampshire to fund this project is \$104,000 for the biennium - \$52,000 for FY 10 and \$52,000 for FY 11.
2. The Department may determine if it is in the best interest of the State to seek '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.
3. 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.
4. The Department reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
5. 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.
6. 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.
7. Plans for the project will be developed on an annual basis in cooperation with the Contractor and the Division Director. Benchmarks and contractor deliverables will be described within these plans. If for any reason the contractor deliverables are not met for the year, the Department will not be obligated to continue the contract for the next fiscal year.

8. Any expectations of support by the Department must be clearly defined by the contractor.
9. 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.
10. All obligations of the State, including the continuance of payments under an approved contract shall be contingent upon the availability and continued appropriation of 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.
11. When delivering services under an approved contract, the contractor shall work under the supervision of the Division Director for this project.

Tentative Work Schedule:

The successful contractor will be notified in writing by April 15, 2009.

First meeting with Department contracting officer will be on or after July 1, 2009.

Bid Procedures:

An original and two copies of the proposal must be received at the Department of Education no later than 4:30 P.M. on March 31, 2009. This proposal shall include (1) a plan for services as stated in this request for proposals, (2) comprehensive resumes of staff assigned to the project, and (3) a detailed budget.

Proposals will be reviewed by a team of department staff members knowledgeable about the services needed. Each of the three factors specified in the above paragraph under **Bid Procedures** (1) plan, (2) resumes, and (3) budget shall given equal weight (33 1/3 points out of a total of 100) in the review of proposals. The Director, Division of Program Support will notify all bidders of the status of their proposal no later than April 29, 2009. The Division Director will work with the successful bidder in preparing a contract for submission to Governor and Council.

With the exception of individuals submitting a proposal, each bidder (i.e. companies or organizations) must submit the following information, as appropriate, with the formal proposal:

- For profit corporations must submit a certificate of good standing from the New Hampshire Secretary of State testifying that the corporation is registered to do business in New Hampshire.

- Nonprofit corporations may submit either a certificate of good standing or proof of nonprofit status such as an Internal Revenue Service determination notice.

In order to provide all bidders with the opportunity to present a detailed and comprehensive proposal, no page limitation has been established for the formal proposal. The formal proposal must address the three factors specified in the first paragraph under **Bid Procedures** above. This should either explain or expand upon information presented in the formal proposal. All supplementary materials must be clearly identified (i.e. Appendix A, B, etc.) and cross-referenced in the formal proposal.

The successful bidder will be required to provide the Department with the following additional information. Do not supply this information with your proposal.

A for-profit corporation will need to provide a recent financial statement.

A social service or nonprofit organization will need to provide: (1) a statement of the Purpose of the Organization; (2) a list of the Board of Directors and applicable salaries; (3) a list of principal staff and salaries; and (4) a recent financial statement.

Further Information:

Contact Dr. Judith D. Fillion via e-mail jfillion@ed.state.nh.us , via phone (603)271-3855 or FAX (603) 271-8709.