

New Hampshire Department of Education
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301

July 24, 2009

REQUEST FOR PROPOSALS (RFP)

TECHNICAL ASSISTANCE TO LOCAL SCHOOL DISTRICTS

Deadline for Receipt of Proposals: 4:00pm, Friday, August 28, 2009

Proposal Inquiries: All questions about this Request for Proposals (RFP) should be submitted in writing, by e-mail or fax (include your fax number) to:

Barbara Raymond
New Hampshire State Department of Education
101 Pleasant Street
Concord, New Hampshire 03301
Fax: 603-271-1099
e-mail: braymond@ed.state.nh.us

The deadline for receipt of inquiries is 4:00pm, Friday, August 14, 2009. The Department of Education (Department) will address written inquiries received by the deadline and, if they are determined to be vital to the competitive bidding process, a written response will be sent no later than five (5) working days after the deadline. In addition, any modifications to the specifications contained in the RFP shall be made in writing by the Department immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. Verbal agreement or instructions from any other source are not authorized or binding on the State of New Hampshire (State).

Purpose

The purpose of this RFP is to seek proposals for up to three (3) individuals to provide technical assistance to school districts regarding State priorities:

- o State Performance Plan (SPP)
- o Annual Performance Report (APR)
- o State assigned tasks
- o School districts corrective action plans from Monitoring, Program Approval, Complaints, Due Process, and District Determinations

The Bureau of Special Education is legislatively mandated to provide technical assistance based on the following:

RSA 186-C:3-a III ~ the Department shall provide technical assistance and information to the school districts so that the districts may effectively and efficiently identify, clarify and address responsibilities under state and federal special education laws. Whenever technical assistance of a specialized nature, beyond that available in the Department, is required, the Department shall assume a leadership role in identifying sources of such assistance in other state agencies, the federal government, volunteer services or the private sector.

34 CFR 300.704 State level activities: for support and direct services, including technical assistance, personnel preparation, and professional development and training.

The technical assistance to be provided will align with the NH Department of Education's Follow the Child Initiative, which focuses on measuring growth in the personal, social, physical, and academic facets of each student's life and defining the necessary support systems for each child's success. Follow the Child is not a prescribed set of uniform measures, but rather a vision for child-centered learning that can be met as each school and district best sees fit.

1.0 Services to be provided

Assignments for technical assistance may be specific to either pre-school age students, school age students or both. Upon assignment by the Bureau of Special Education Administrator, the successful individuals will be able to:

- 1.1 Assist the Bureau of Special Education with activities designed to support state targets as indicated in the State Performance Plan (SPP) and Annual Performance Report (APR);
- 1.2 Provide technical assistance to districts as a result of general supervision, complaints or due process;
- 1.3 Provide technical assistance to districts regarding revision of policies and procedures that meet federal and/or state guidelines;
- 1.4 Provide technical assistance to school districts regarding data analysis, data verification and utilization of data for program improvement purposes;
- 1.5 Design, schedule and implement presentations assigned for school district personnel, parent groups as applicable (i.e. accommodations for state assessment and LRE);
- 1.6 Produce, in conjunction with Bureau staff, technical assistance documents for statewide dissemination;
- 1.7 Create documents used in technical assistance activities and submit to the Bureau Administrator prior to dissemination. All documents created shall be the property of the Bureau of Special Education;
- 1.8 Participate in Bureau department meetings periodically to share information as required; and
- 1.9 Attend other assigned meetings that support the Bureau of Special Education initiatives.

2.0 Reporting

The successful individual shall provide the Bureau of Special Education reports that detail the technical assistance activities provided and the data documenting the results of these activities. One, or more, of the following reports may be required by the Bureau Administrator:

- 2.1 Preliminary Report:** report detailing the initial status of the party to whom the technical assistance is being provided;
- 2.2 Progress Reports:** report detailing the progress and current status of the party to whom technical assistance is being provided; and
- 2.3 Final Report:** report detailing the status of the party upon completion of the technical assistance activities.

3.0 Conflicts of Interest

Upon receiving a new technical assistance assignment, individuals will inform the Bureau Administrator of any conflicts of interest (appearance of, or actual) prior to accepting the assignment or while engaged in the assignment.

4.0 Minimum Requirements

- 4.1 Masters degree in special education or a related field;
- 4.2 Extensive working knowledge of state and federal special education laws, expertise with policy reform;
- 4.3 Expertise or knowledge in State Assessment and Alternate Assessment, including, but not limited to, accommodations;
- 4.4 Expertise or knowledge in one or more of the following areas: (1) Preschool special education, including, but not limited to, the preschool outcomes measurement system, preschool program development, and other State priorities relating to preschool, and; (2) Autism Spectrum Disorders, and other Low Incidence Disabilities such as Deaf and Hard of Hearing, Blindness, and Multiple Disabilities;
- 4.6 The ability to work with representatives from state agencies, partner organizations, school districts, individuals with disabilities and their families for coordination of services and resources;
- 4.7 The ability to work independently within established timelines and demonstrate effective organizational skills;
- 4.8 Effective communication skills (oral and written); and
- 4.9 Five (5) years experience in public and/or private school special education or a related field.

5.0 Compensation

Applicants will be compensated at \$50.00 per hour, to include travel time, not to exceed \$50,000 per individual, for the contract period.

6.0 Terms and Conditions

- 6.1 The State shall not be responsible for or pay for any cost incurred by the bidder in the preparation of the proposal submitted in response to this RFP.
- 6.2 The Department reserves the right to seek clarification of any information contained in a proposal submitted to this RFP.
- 6.3 The Department reserves the right to reject all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract or contracts.
- 6.4 If the Department chooses to award contracts in response to this RFP, contracts will be developed by the Department for approval by Governor and Council. 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(s), the Department reserves the right to clarify any terms and conditions contained in the proposal.
- 6.5 Public announcements or news releases pertaining to the award of a contract shall not be made until the contracts are approved by Governor and Council.
- 6.6 The State shall not be responsible for any work performed by the successful bidder(s) prior to the effective date of a contract approved by Governor and Council or a limited, short-term contract issued by the Department to cover the period before Governor and Council approval.
- 6.7 Unless otherwise deleted or modified by mutual agreement between the State and the contractor(s), all general provisions contained on page 2 of Form P-37 State Contract shall be incorporated in the contract.
- 6.8 All obligations of the State, including the continuation of payments under an approved contract, shall be contingent upon the availability and continued appropriation of federal 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(s) immediately upon giving the contractor(s) notice of such termination or amendment.
- 6.9 When delivering services under an approved contract, the contractor(s) shall work under the broad supervision of the Department Contracting Officer for this project.
- 6.10 The Department expects to award a contract by December 1, 2009, to the successful contractor(s). Unless there is a change in the plan requirements and/or services to be delivered, the cost for each individual contract shall not exceed the amount of \$50,000.00.
- 6.11 The Department reserves the right to renew each contract for one (1) additional fiscal year.

7.0 Limitations on Amount and Contract Period

- 7.1 The Department anticipates that the total cost for all proposed products and services will not exceed \$150,000.00 for the length of the contract(s). The Department anticipates to contract with up to three (3) individuals with a limit not to exceed \$50,000.00 for each contract, during the contract period.
- 7.2 It is anticipated that services will be provided by qualified individuals under contracted service arrangements in the amount of \$50,000.00 per individual contract, upon Governor and Council approval through June 30, 2010, with the option to review for one (1) additional year if services are determined to be satisfactory and submission and acceptance of an evaluation/summary of activities completed during the previous year.

8.0 Bid Procedures

Please submit an original and four (4) copies of the proposal by 4:00pm, Friday, August 28, 2009 to:

Barbara Raymond
New Hampshire State Department of Education
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301

8.1 For purposes of this RFP, a proposal will include:

- 8.1.1 a letter of interest detailing professional and education experience as related to the Services to be Provided (1.0) and the Minimum Requirements (4.0);
- 8.1.2 three (3) letters of recommendation;
- 8.1.3 any product that may demonstrate your level of expertise; and
- 8.1.4 a current resume.

8.2 This documentation will be evaluated to determine if the candidate has the ability to accomplish the Services to be Provided and meets or exceeds the Minimum Requirements. This evaluation will be based on the candidate's ability to provide evidence of the following criteria:

- 8.2.1 Significance of Proposal – Description of applicant's abilities to meet or exceed the Minimum Requirements (4.0) including a description of their work experience and educational background in providing technical assistance and support for program improvement in educational settings. This will include a review of the letter of interest, letters of recommendation and resume. (40 pts)
- 8.2.2 Quality of Services to be Provided – the applicant's ability to accomplish the Services to be Provided (1.0) as evidenced through the documentation submitted, including any products that may demonstrate your level of expertise and experience.
 - 8.2.1 Technical Skill, including, but not limited to, facilitation, collaboration, presentations, report writing, and product development (30 pts); and
 - 8.2.2 Content Knowledge, including but not limited to state and federal laws, SPP/APR, policy and procedures, and other areas of specialized knowledge that supports the accomplishment of the Services to be Provided (30 pts).

9.0 Evaluation of Proposals

All proposals will be reviewed and rated by an evaluation team appointed by the Commissioner of Education. 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 award of contract(s). All proposals received by the deadline will be evaluated based on Bid Procedures outlined in this RFP.

The Department reserves the right to interview applicants with the highest average scores for their proposal, but the Department shall be under no obligation to interview applicants. If the Department conducts an interview, it will be done so by a team who will develop structured questions and scoring criteria that will clarify the applicant's ability to fulfill this RFP.

If the Department chooses to award contract(s) relative to this RFP, it shall be to the responsive and responsible bidders that receives the highest total rating as a result of the proposal evaluation and/or interview process.