

**REQUEST FOR QUALIFICATIONS  
FOR  
NEW JERSEY TITLE I STEM AND ARTS-INTEGRATION PILOT  
PROGRAM PROVIDER ASSISTANCE  
COACHES**

**Issued by the  
The State of New Jersey  
Department of Education**

**Date Issued: Tuesday, July 3 2018  
Responses Due by 3 p.m. Eastern Standard Time on Wednesday, July 18, 2018  
State of New Jersey – Department of Education**

## **1.0 PURPOSE AND INTENT**

This Request for Qualifications (RFQ), is issued by The State of New Jersey, New Jersey Department of Education (“NJDOE” or “the Department”), to solicit proposals from qualified applicants to provide assistance to members of the New Jersey Title I STEM (Science, Technology, Engineering, and Mathematics) and Arts-Integration Pilot Program cohort.

Please note that New Jersey Title I STEM and Arts-Integration Pilot Program grantees would pay the vendor directly for the assistance they provide. Consequently, there would be no cost to the State for the assistance.

For the purposes of this grant, *STEM education* is being defined as: the use of science, technology, engineering, mathematics, and their associated practices, to create student-centered learning environments in which students investigate, engineer solutions to problems, and construct evidence-based explanations of real-world phenomena. Evidence-based STEM education promotes creativity and innovation, while developing critical thinking, collaboration, and communication skills while students seek explanations about the natural world and improve the built world (NJDOE, 2015; NRC, 2012). Additionally, for the purpose of this grant, *Arts-integration* is being defined as a, “teaching strategy in which the arts are integrated with the non-arts curriculum to deepen students’ understanding of both” (Isenberg and Jalongo, 2010, Werner and Freeman, 2001)

To be approved by the NJDOE, qualified vendors must: have demonstrated success in the past facilitating in-school, after-school or summer programs; possess deep knowledge of action research methodologies that inform student achievement and school improvement efforts; know how to utilize STEM and Arts-Integration as an intervention strategy for increased student achievement and school improvement; have expertise in collecting, collating, and conducting the statistical analysis of study results; have extensive experience in programmatic evaluation, curriculum and instruction, and assessment and evaluation as a pedagogic tools and data-driven means of informing programmatic improvement. Additionally, qualified vendors must be able and have the capacity to assist and mentor New Jersey Title I STEM and Arts-Integration Pilot Program grantees. External providers will offer assistance in the 2018-2019 school year.

## **THIS SOLICITATION WILL NOT RESULT IN A CONTRACT WITH THE NJDOE.**

The intent of this RFQ is to prepare a list of approved External Providers that can support and provide assistance to New Jersey Title I STEM and Arts-Integration Pilot Program grantees maintained by the NJDOE and conforming to those requirements within this RFQ, which are most advantageous to the State. Price and other factors will be considered. To be on an approved list, all programs and their respective providers must meet the criteria specified in this RFQ.

### **1.1 BACKGROUND:**

The *Every Student Succeeds Act (ESSA)* was signed into law by President Obama on December 10, 2015, replacing the *No Child Left Behind Act (NCLB)*, which was enacted in 2002. *ESSA*

reauthorizes the *Elementary and Secondary Education Act (ESEA)*, the nation's national education law.

Within *ESSA*, Title I supports the New Jersey STEM and Arts-Integration Pilot Program. This program provides for the development and implementation evidence-based arts-integrations strategies in STEM programs of study to increase student achievement and drive school improvement using four levers of change: 1) Student Learning and Mastery; 2) School Culture and Climate; 3) Student Engagement; and 4) Family and Community Engagement. The grant program helps students attain the necessary skills to meet the New Jersey Student Learning Standards.

The objective of the NJDOE Title I STEM and Arts-Integration Pilot Program is to investigate and apply various evidence-based arts-integration techniques that serve as intervention strategies leading to increased student achievement and school improvement among Title I eligible students and Title I schools. The arts-integration interventions will be used in Science, Engineering, Technology, and Math (STEM) programs of study.

The goals of the Department for this project are to; 1) promote practitioner-research as a means of informing programmatic improvement; and 2) to identify and disseminate lessons learned from the Pilot project regarding conditions and instructional circumstances under which evidence-based arts-integration strategies used in STEM programs supports student learning and mastery, fosters increased student, family and community engagement and improves school climate and culture. The vision for the Pilot is that educators in New Jersey will be able to emulate thoughtfully-executed arts-integration practices in STEM program, which contribute to school improvement where appropriate, to local circumstances.

This grant opportunity, is open to all Title I funded local education agencies (LEAs) in New Jersey, including charter schools and Renaissance Projects. The New Jersey Department of Education (NJDOE) invites applications for targeted assistance Title I programs as well as Title I schoolwide programs

Upon the issuance of an approved vendor list at the end of the RFQ process, approved vendors on the list will remain approved for three years. At the end of that three-year period, the NJDOE may re-approve a vendor, however, the NJDOE reserves the right to remove an approved vendor from the approved list.

Non-profit entities eligible to submit proposals may include, but are not limited to:

- a. Institutions of higher education;
- b. Teacher professional associations;
- c. Local Education Agencies (LEAs);
- d. Charter management organizations (CMOs);
- e. Nonprofit organizations;

- f. Individual service providers;
- g. Community-based organizations (CBOs); and
- h. A consortium/partnership between any of the above listed eligible entities.

## **2.0 DEFINITIONS**

### **2.1 GENERAL DEFINITIONS**

The following definitions will be applied in any agreement with an approved vendor as result of this RFQ.

**Addendum.** Written clarification or revision to this RFQ issued by the NJDOE.

**All-Inclusive Hourly Rate.** An hourly rate comprised of all direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

**Approved Vendor.** Those organizations or individuals determined by the Evaluation Committee to be capable and qualified to offer their services to New Jersey STEM and Arts-Integration Pilot grantees.

**Evaluation Committee.** A committee established by the NJDOE to review and evaluate proposals submitted in response to this RFQ and to recommend a list of approved vendor(s) to the NJDOE.

**Firm Fixed Price.** A price that is all-inclusive of direct costs and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs. No additional fees or costs shall be paid by the State unless there is a change in the scope of work.

**Joint Venture.** A business undertaking by two or more entities to share risk and responsibility for a specific project.

**Project.** The undertaking or services that are the subject of this RFQ.

**Request for Qualification (RFQ).** The document which establishes the framework requirements and solicits qualifications to meet the needs of the using Agencies as identified herein.

**Shall or Must.** Denotes that which is a mandatory requirement. Failure to meet a mandatory material requirement will result in the rejection of a proposal as non-responsive.

**Should or May.** Denotes that which is recommended, not mandatory.

**Small Business.** Pursuant to N.J.A.C. 17:13-1.2, “small business” means a business that meets the requirements and definitions of “small business” and has applied for and been approved by the New Jersey Division of Revenue, Small Business Unit as (i) independently owned and operated, (ii) incorporated or registered in and has its principal place of business in the State of New Jersey; (iii) has 100 or fewer full-time employees; and has gross revenues falling in one of the three following categories: (A) 0 to \$500,000 (Category I); (B) \$500,001 to \$5,000,000 (Category II); and (C) \$5,000,001 to \$12,000,000, or the applicable federal revenue standards established at 13 CFR 121.201, whichever is higher (Category III).

**State.** State of New Jersey.

**State Contract Manager.** The individual responsible for the receipt and review of all deliverables, i.e., tasks, subtasks or other work elements in the Scope of Work. This may also denote the person to whom materials are submitted to on behalf of NJDOE.

**Subtasks.** Detailed activities that comprise the actual performance of a task.

**Subcontractor.** An entity having an arrangement with an approved vendor, where by the State approved vendor uses the products and/or services of that entity to fulfill some of its obligations under its State contract, while retaining full responsibility for the performance of all of its [the approved vendor's] obligations under the contract, including payment to the subcontractor. The subcontractor has no legal relationship with the State, only with the approved vendor.

**Task.** A discrete unit of work to be performed.

## 2.2 CONTRACT-SPECIFIC DEFINITIONS/ACRONYMS

**Administrator Professional Organization.** Any professional organization whose membership is composed of K-12 school administrators and/or education preparation program faculty.

**Charter Management Organization (CMO).** A non-profit organization that operates multiple charter schools and/or launch new ones.

**Community Based Organization (CBO).** A civil society non-profit that operates within a local community.

**Content Knowledge.** The acquisition and understanding of facts, truths, or principles associated with the academic disciplines that are taught at the elementary, middle, and/or secondary levels, or a professional field of study such as special education, early childhood education, school psychology, reading, or school administration.

**ESSA.** Every Student Succeeds Act (P.L. 114–95).

**External Organization.** A nonprofit organization with a record of success in running or working with before and after school (or summer recess) programs and activities or in the case of a community where there is no such organization, a nonprofit organization in the community that

enters into a written agreement or partnership with a New Jersey STEM and Arts-Integration Pilot grantee to receive mentoring and guidance in running or working with before and after school (or summer recess) programs and activities.

**Institution of Higher Education (IHE).** An organization that provides formal post-secondary education typically leading towards an advanced degree or a post-secondary certification credential. Examples may include, but are not limited to college and universities.

**Local Education Agency (LEA).** A school district; an entity which operates local public primary and secondary schools in the United States.

**NCLB.** No Child Left Behind Act of 2001 (Public Law 107-110).

**New Jersey Student Learning Standards.** A set of high-quality academic standards developed in collaboration with teachers, school administrators, and experts, to describe what students should know and be able to do upon completion of a thirteen-year public school education. The standards are also designed to help teachers prepare New Jersey students to be college- and career-ready.

**New Jersey Department of Education (“NJDOE” or “the Department”).** The state agency that administers state and federal aid programs affecting more than 1.4 million public and nonpublic elementary and secondary school children in the state of New Jersey.

**New Jersey Title I STEM and the Arts-Integration Pilot.** A federally funded program supported by the New Jersey Department of Education for in-school and out-of-school time programs in New Jersey, which include before-school, in-school, after school and/or summer.

**Non-Profit Organization.** A business entity that is granted tax-exempt status by the Internal Revenue Service.

**PARCC Initiative.** The Partnership for Assessment of Readiness for College and Career (PARCC). PARCC is a consortium of states working together to develop a common set of K-12 assessments in language and math.

**Non-Profit Organization.** A business entity that is granted tax-exempt status by the Internal Revenue Service.

**Training.** Any activity that provides direct support to increase general understanding and the knowledge base of participants on a specific skill or set of skills related using direct instruction, teaching or coaching as it relates to in school, after school and summer programs.

**United States Department of Education (USDOE or USED).** The Cabinet-level department of the United States government that establishes policy for, administers and coordinates most federal assistance to education, collects data on US schools, and enforces federal educational laws regarding privacy and civil rights.

### **3.0 SCOPE OF WORK**

To become an approved vendor, the following requirements must be met:

### **3.1 PROJECT PLANNING AND MANAGEMENT**

#### **3.1.1 PROJECT PLAN**

The approved vendors shall implement its Project Plan as submitted as part of its proposal (see RFQ Section 4.1.1). Any changes made to the Project Plan after NJDOE's initial review must be reviewed and approved by NJDOE to ensure that any proposed changes are acceptable to NJDOE. This project plan must include the deliverables required to carry out all requirements in section 3.0. The project plan must delineate the initiation and completion dates and person/entity responsible for each deliverable. The project plan shall be revised annually, at a minimum, if requested by NJDOE and based upon the changing needs of the New Jersey STEM and the Arts-Integration Pilot Program in New Jersey. Upon revision, program providers shall be notified directly and an updated version should be made publically available.

#### **3.1.2 REGULAR STATUS UPDATES**

Approved vendors must provide New Jersey STEM and the Arts-Integration Pilot Program grantees with updates on the status of project plans. These updates shall occur quarterly, and include, but are not limited to:

- a. The status of ongoing activities/progress against each action item in the project plan, including whether the deliverable is on-track, at-risk, or complete;
- b. A description of any problems associated with at-risk deliverables; and
- c. Potential solutions for at-risk deliverables.

Status updates can be provided in-person or in a written format.

### **3.3.1 TRAINING SESSIONS FOR NEW JERSEY STEM AND THE ARTS-INTEGRATION PILOT PROGRAM GRANTEES**

Approved vendors must provide the following training sessions:

#### **3.3.1.1 TRAINING FOR PROJECT DIRECTORS**

This training is designed to provide New Jersey STEM and Arts-Integration Pilot Program Project directors and staff with the information a grantee needs to successfully implement a New Jersey STEM and Arts-Integration Pilot Program. Approved vendors must provide this to the New Jersey STEM and Arts-Integration Pilot grantees who select and include the vendor in the grantee's application. The New Jersey STEM and Arts-Integration Pilot Program grantee should be allowed to include in the training as many staff members, including site coordinators, as it feels are appropriate. Training content must include, but is not limited to:

- a. Technical assistance with the implementation of developmentally-appropriate and instructionally-effective STEM and evidence-based arts-integration strategies and practitioner research methodology. The aforementioned strategies and their efficacy lead schools to informed decisions about the allocation of instructional time and focus, specifically linked to school improvement needs identified by participating schools;
- b. Technical assistance for record keeping of program activities, including empirical data that shall be used as evidence of learning and/or indicators of programmatic successes under varied circumstances;
- c. Mechanism for recording/reporting the impact of STEM and arts-integration intervention strategies on stated project goals, including the notation of any necessary instructional modifications that were undertaken, and teacher/student journaling;
- d. Use of assessment and evaluation as a pedagogical tool and data-driven means of informing programmatic improvement;
- e. Strategies for measuring potential increases in student engagement and achievement;
- f. Mechanisms for documenting, substantiating, and disseminating findings from the pilot, including an illumination of various conditions or circumstances under which STEM and evidence-based arts-integration strategies can be attributable to improvements in: 1) Student Learning and Mastery; 2) School Culture and Climate; 3) Student Engagement; and/or 4) Family and Community Engagement; and
- g. Other relevant areas, as needed.

Throughout the continuum of the project, the approved vendor(s) shall train New Jersey STEM and Arts-Integration Pilot Program grantees face-to-face and virtually via web-based training modules, video conferencing, and other means as appropriate. In subsequent years, the approved vendor(s) shall provide ongoing training using a combination of in-person training, web-based presentations, video conferencing, telecommunication, written correspondence, and other means of providing ongoing professional supports for learning and project implementation.

### **3.3.1.2 PUBLISHED MATERIALS FOR NEW JERSEY STEM AND ARTS-INTEGRATION PILOT PROGRAM GRANTEES**

Approved vendors must make user guides available to individual Pilot schools. These user guides/data gathering templates are designed to serve as a practical guide/checklist for documenting and evaluating the efficacy of project activities. The user guides/checklists shall include an overview of the assessment tasks used as metrics to gauge project impact. The user

guides may also include any other materials that will help the Pilot schools successfully sustain effective STEM and arts-integration practices beyond the project period.

### **3.3.1.3 COMMUNICATION WITH NEW JERSEY STEM AND ARTS-INTEGRATION PILOT PROGRAM GRANTEES**

During the project period, an approved vendor shall be in communication with New Jersey STEM and Arts-Integration Pilot Program grantees, as needed. At a minimum communications must include information on:

- a. Upcoming training sessions and professional development opportunities; and
- b. Available/published preparation resources, materials, and training guides.

## **3.4 AVAILABILITY**

Approved vendors shall make themselves available for assistance and mentoring at times that are convenient to the New Jersey STEM and Arts-Integration Pilot Program grantees.

### **3.4.1 REPORTING**

In addition to being responsible for providing direct technical assistance to participating Pilot schools to support the fidelity of project implementation, the approved vendors will be responsible for submitting field reports to the Department regarding ongoing progress of the Pilot schools to which they are assigned. Additionally, the vendors will serve in a dual capacity as instructional coaches and qualitative researchers to help ascertain the impact evidence-based arts-integration strategies in STEM programs of study as a lever for increasing levels of student, teacher and administrator, family, and community engagement, which leads to increased academic achievement and improved school culture. Therefore, the vendors shall provide assistance in collecting, collating, and conducting the statistical analysis of study results. The vendors will work in collaboration with a Contract Manager and Program Evaluator to ensure sufficient and applicable attitudinal data is collected, analyzed and reported regarding the impact of STEM and arts-integration. The method for gathering the aforementioned attitudinal data will be through a series of focus group interviews. The vendors will also be responsible for: contributing to the development of interview protocols; participating in the facilitation of the focus group interviews; and analyzing the interview data and synthesis/reporting of the findings. Finally, the vendors will assist the Department in the preparation of a final report on the results of qualitative and quantitative information gleaned from the Pilot at the end of the grant period and contribute to presentational materials created by the NJDOE for dissemination to the broader public.

### **3.4.2 COMMUNICATION SUPPORT**

The approved vendors shall be prepared to respond to questions regarding New Jersey STEM and Arts-Integration Pilot Program grantees from the State legislature, the State Board of Education, the media, and the public throughout the duration of their status as an approved vendor, as requested. The vendors shall provide information to assist the Department as it plans to:

1. Make presentations to stakeholder groups;
2. Attend and speak at related State legislature and/or State Board of Education meetings; and
3. Prepare and release comments to media outlets, as requested.

### **3.4.3 ERROR FREE REPORTING**

The approved vendors shall ensure materials and reports are error free. Printed materials, such as test materials, score reports, documents, and other materials produced as a result of this RFQ as well as all data processing, data analysis, scoring, and reporting performed as a result of this RFQ will be guaranteed as free from error by the approved vendors.

Should errors occur, the approved vendors shall immediately bring the process or product to an error-free state by replacing or reproducing said process or product to the satisfaction of the NJDOE at no additional cost and in a timely manner. Errors that are not detected at the time of production will be similarly remedied during the contract period and extend to one year beyond the contract.

## **4.0 REQUIRED COMPONENTS OF THE APPLICATION**

Applications in response to this RFQ must include each of the following components in the order indicated.

### **4.1 TECHNICAL PROPOSAL**

The vendor shall describe the approach and plans for accomplishing the work outlined above in RFQ Section 3.0. This description should be provided in a narrative format with any supporting evidence included as appendices. Mere reiterations of RFQ tasks and subtasks are strongly discouraged.

The narrative should convince the Evaluation Committee that the proposed provider understands the objectives that the New Jersey STEM and Arts-Integration Pilot Program is intended to meet, the nature of the required work and the level of effort necessary to successfully implement the program. In addition, the proposed provider should demonstrate a capacity to provide technical assistance and mentoring to New Jersey STEM and Arts-Integration Pilot Program grantees. Finally, the proposed provider should note how its general approach and plans to complete the Scope of Services are realistic, attainable and appropriate and will lead to a high quality New Jersey STEM and Arts-Integration Pilot Program.

#### **4.1.1 PROJECT PLAN**

The applicant shall include a structured, written project plan which details the deliverables required to carry out all requirements in section 3.0 of this document. The project plan must delineate the initiation and completion dates and person/entity responsible for each deliverable. It is anticipated that training activities would start September 1, 2018 and other activities would commence October 1, 2018.

#### **4.1.2 PROVIDER EXPERIENCE AND CAPACITY**

The applicant shall explain in narrative form and demonstrate with supporting documentation:

- a. Knowledge, technical expertise and experience in planning and implementing an effective STEM and Arts-Integration Pilot program or evidence of the capability to provide such a program; and
- b. Sufficient capacity through personnel and other resources to assist New Jersey STEM and Arts-Integration Pilot Program grantees in their community.

#### **4.1.3 DOCUMENTATION OF EXPERIENCE OR CAPABILITY**

If the applicant has provided programs of a similar type, size and scope in the past, the proposal shall include documentation to support the applicant's qualifications and ability to perform the services required by this RFQ including, but not limited to, descriptions of previous work and references and contact information from previous clients or partners.

If the applicant has not provided programs of a similar type, size and scope in the past, the proposal shall include sufficient rationale and documentation to demonstrate the applicant's capability to create and provide a New Jersey STEM and Arts-Integration Pilot Program grantee that meets the requirements of this RFQ. The documentation should include descriptions of related work and references and contact information for professionals who are knowledgeable about the applicant's capabilities.

Applicants shall provide samples and/or documentation of previously executed projects supporting innovative teaching and learning practices, assessment as a pedagogical tool, and/or programmatic evaluation as a part of their proposal.

#### **4.1.4 PROGRAM CAPACITY**

The applicant shall clarify which types of in school, after school/summer programs it has assisted or designed in the past and the rationale for this decision. In particular, the applicant shall clarify if the programs they previously worked with were in school, after school programs or summer programs, grade levels of children served in program and length of program (days and weeks) and the criteria used to determine its capacity for service.

#### **4.1.5 PROGRAM START INFORMATION**

The applicant shall provide: (1) the date the applicant can begin operations; and (2) the date that New Jersey STEM and Arts-Integration Pilot Program grantees can begin working with the applicant, if the dates are different. The applicant shall also include the number of New Jersey STEM and Arts-Integration Pilot Program grantees it can assist throughout the grant period. Each applicant may serve in a coach/mentoring capacity for up to three schools.

#### **4.1.6 STAFFING PLAN AND DOCUMENTATION**

The applicant shall include a resume or biographical sketch detailing the individual's relevant professional qualifications for the position.

#### **4.1.7 ADDITIONAL INFORMATION**

The applicant shall provide any additional relevant information as it relates to New Jersey STEM and Arts-Integration Pilot Program that has not been specifically requested but will enhance understanding about the program.

#### **4.1.8 PROGRAM COST PROPOSAL**

The applicant shall describe its cost proposal as it relates to assisting and mentoring New Jersey STEM and the Arts-Integration Pilot grantees with supporting documentation. Failure to submit all requested pricing information detailed below may cause the applicant's proposal to be considered materially non-responsive.

##### **4.1.8.1 PROGRAM COST**

The applicant shall include a budget for providing the assistance and mentoring to New Jersey STEM and Arts-Integration Pilot Program grantees including, but not limited to: administration, travel, and other costs. This budget shall reflect the cost for the applicant to provide the Scope of Services for one (1) grantee.

#### **4.1.9 DISCLOSURES**

##### **4.1.9.1 ENGAGEMENT IN LITIGATION**

The applicant shall report if it has or has not been engaged in litigation within the past three (3) years. If the applicant has been engaged in any litigation involving a sum of \$100,000 or more or subject to any professional disciplinary action within the last three years, the applicant shall provide a description of the litigation or disciplinary action. Also, the applicant shall provide a description of any ongoing investigations or litigation matters involving its organization, its directors, officers or principals or any individuals employed by the organization since January 1, 1997.

#### **4.1.9.2 CONFLICT OF INTEREST**

The applicant shall report if it has or has not identified potential conflicts of interest with programs, individuals, universities, or school districts if it becomes an approved New Jersey STEM and Arts-Integration Pilot Program provider in New Jersey. If potential conflicts of interest exist, the applicant shall identify them and explain how they will be addressed.

### **5.0 EVALUATION CRITERIA**

After a determination is made that all the minimum requirements in the Scope of Services are met, the following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate proposals received in response to this RFQ:

#### **5.1 QUALITY OF THE TECHNICAL PROPOSAL**

Proposals will be evaluated on the quality of the explanations and evidence given in the technical proposal to demonstrate the applicant's ability to meet the requirements outlined in section 3 of this RFQ, which includes:

- a. Project planning and management;
- b. Assessment design;
- c. Pre-implementation support; and
- d. Assessment implementation and reporting.

#### **5.2 APPLICANT'S EXPERIENCE AND CAPACITY**

Proposals will be evaluated on the following criteria, where applicable:

- a. Personnel: The qualifications and experience of the applicant's management, supervisory, and key personnel assigned to the contract, including the candidates recommended for each of the positions/roles required;
- b. Experience of firm or individual: The applicant's documented experience in successfully completing contracts of a similar size and scope in relation to the work required by this RFQ;
- c. Ability of firm or individual to implement and perform the Scope of Work based on the presentation in its Technical Proposal: The overall ability of the applicant to undertake and successfully perform the technical requirements of the Scope of Work as demonstrated by its presentation in the Technical Proposal.

#### **5.3 APPLICANT'S PRICE SCHEDULE**

Proposals will be evaluated on whether the proposed cost to is reasonable and suitably justified according to the budget submitted by the applicant.

#### **5.4 NEGOTIATION**

After evaluating proposals, the NJDOE may enter into negotiations/agreements with one provider or multiple providers. The primary purpose of negotiations is to seek the best New Jersey STEM and Arts-Integration Pilot Program assistance/mentoring program value for the candidate based on the requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one provider or multiple providers. Negotiations will be structured by the NJDOE to safeguard information and ensure that all providers are treated fairly. However, the applicant is advised to submit its best technical and price proposal in response to this RFQ.

#### **5.5 CONFIDENTIALITY**

All contacts, records of initial evaluations, any correspondence with providers related to any request for clarification or negotiation, any revised technical and/or price proposals and the evaluation committee's recommendations will remain confidential until the approved New Jersey STEM and Arts-Integration Pilot Program external organization lists are generated.

### **6.0 SPECIAL TERMS AND CONDITIONS**

#### **6.1 PRECEDENCE OF SPECIAL TERMS AND CONDITIONS**

In the event of a conflict between the provisions of this RFQ, including any addendum to this RFQ, and the applicant's proposal, the RFQ and/or the addendum shall govern.

#### **6.2 PARTICIPATION TERMS**

#### **THIS SOLICITATION WILL NOT RESULT IN A CONTRACT WITH THE NJDOE.**

Applicants selected as approved vendors will be included on an approved list. It is anticipated that New Jersey STEM and Arts-Integration Pilot Program grantees will select an approved vendor from that list and then implement their grant program with the assistance of the vendor. After the approved list is created the NJDOE will provide additional guidance to New Jersey STEM and Arts-Integration Pilot Program grantees about how they can select an approved vendor. Applicants may serve no more than three schools.

#### **6.3 OPEN APPLICATIONS**

This solicitation will be considered to be an "open" application process. After this initial solicitation, NJDOE anticipates that a new RFQ will be issued every three years to allow for additional entities to apply. Upon approval, new approved vendors will be added to the approved list.

#### **6.4 RENEWAL APPLICATIONS FOR APPROVED NJTPA PROVIDERS**

The approved vendor may continue to perform its functions contingent upon successfully meeting the requirements of this RFQ. However, the NJDOE reserves the right to require New Jersey STEM and Arts-Integration Pilot Program external organizations/vendors to submit a renewal application at any time.

## **6.5 DISCONTINUATION OF AND/OR MODIFICATIONS TO THE PROGRAM**

If the approved vendor chooses to voluntarily discontinue its participation in this program, the NJDOE must be notified as soon as the decision to discontinue its participation has been made. No program may be voluntarily discontinued until the end of a grant year. The NJDOE will work with the vendor to develop a procedure for ending the program to ensure that all of its New Jersey STEM and Arts-Integration Pilot Program partners have an opportunity to successfully complete their grant year with the assistance of the approved vendor.

If the approved vendor makes a revision to the entire program or to a substantial aspect of the program, the NJDOE must be notified and the program must be re-submitted for review in order to remain on the approved list.

## **6.6 DISQUALIFICATION OF PROGRAM**

The NJDOE will review each program's evaluation data and conduct regular program monitoring to ensure that each program continues to meet the criteria set forth in this RFQ.

Status as an approved vendor may be withdrawn for good cause. Reasons for a program's disqualification may include, but are not limited to, the NJDOE's determination that the program fails to comply with one or more of the criteria for approval set forth in this RFQ.

If program deficiencies are found, the NJDOE will notify the external organization/vendor and work with the provider to correct the deficiencies. If the NJDOE determines that the deficiencies are irreparable, the NJDOE will remove the provider from the approved list for future grantees. If a program/vendor is disqualified, the provider must work with the NJDOE to reassign the New Jersey STEM and Arts-Integration Pilot Program grantee to another approved vendor to complete any remaining requirements.

## **7.0 APPLICATION PROCEDURES**

### **7.1 TRANSMITTAL LETTER**

An authorized individual must include a brief Transmittal Letter to formally submit the application, on behalf of the applying entity, to the NJDOE. The transmittal letter must be signed and dated in blue or black ink by the authorized individual.

### **7.2 PROPOSAL FORMAT**

Proposals submitted in response to this RFQ should be prepared and submitted in accordance with the following guidelines:

- a. Single program proposal limited to a total of 30 pages, not including appendices;
- b. Typewritten;
- c. Line-spacing no less than 1.5;
- d. Twelve-point, easy-to-read font;
- e. Appendices, charts and tables may be single-spaced and use smaller fonts. Appendices may include resumes, letters of reference, printed brochures, certificates of incorporation or other legal documents, fiscal documents, and scanned images or photocopies. Such items as CD presentations, videotapes or other multimedia productions should not be included;
- f. One-inch (1") top, bottom and side margins;
- g. Footer on each page with provider name and page number; and
- h. Authorized signatures in blue or black ink.

### **7.3 APPLICATION FORM**

Entities submitting applications for NJDOE review must complete the Application Form found in Attachment 2, Application Form: New Jersey Afterschool External Organizations for Provider Assistance.

### **7.4 APPLICATION SUBMISSION**

Applications, transmittal letters, and appendices (if applicable) should be submitted electronically to the NJDOE at the following email address: [purchasi@doe.state.nj.us](mailto:purchasi@doe.state.nj.us).

**Applications must be received by 3:00 p.m. Eastern Standard Time on Wednesday, July 18, 2018.**

Late applications will not be accepted or considered.

### **7.5 COMMUNICATIONS RESTRICTIONS**

Communications with other representatives of the State regarding this RFQ are prohibited during the submission and selection processes. Failure to comply with these communications restrictions will result in rejection of an applicant's proposal.

## **7.6 PROPOSAL COSTS AND EXPENSES**

The State will not be responsible for any expenses in the preparation and/or presentation of the proposals or for the disclosure of any information or material received in connection with this RFQ.

## **7.7 RESERVATION OF RIGHTS**

The State reserves the right to:

- a. Reject any and all proposals received in response to this RFQ, when determined to be in the State's best interest, and to waive minor noncompliance in a proposal;
- b. Withdraw the RFQ at any time, at the agency's sole discretion;
- c. Seek clarifications of applications;
- d. Use information obtained through the state's investigation of an applicant's qualifications, experience, ability, or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information, in the course of evaluation and/or selection under the RFQ;
- e. During the application period, amend the RFQ specifications to correct errors or oversights, or to supply additional information, as it becomes available;
- f. During the application period, direct applicants to submit application modifications addressing subsequent RFQ amendments;
- g. Change any of the scheduled dates;
- h. Require clarification at any time during the application process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an application and/or to determine a provider's compliance with the requirements of the RFQ;
- i. Request accurate and current estimates of program cost to candidates; and
- j. Re-solicit proposals in the event that all proposals are rejected.

## **7.8 PUBLIC INFORMATION**

Subsequent to program approval, all information submitted by applicants in response to this solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law. An optional

Request for Exemption from Disclosure form is provided as Attachment 3, Request for Exemption from Disclosure.

## 7.9 TA SESSION

### **TA session NJDOE Title I STEM & Arts Integration Pilot Instructional Coaches RFQ**

**Wed, Jul 11, 2018 10:00 AM - 11:00 AM EDT**

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/882637101>

You can also dial in using your phone.

United States: +1 (646) 749-3112

Access Code: 882-637-101

First GoToMeeting? Let's do a quick system check: <https://link.gotomeeting.com/system-check>

## 7.10 APPLICATION CHECKLIST

ITEM	SUBMITTED?
Transmittal Letter	
Proposal Narrative	
Appendices and Supporting Documentation	
Application Form-Attachment 1	
Request for Exemption from Disclosure (optional)-Attachment 2	

## 8.0 ADDITIONAL INFORMATION

NJSTART

Bidders interested in doing business with the State must register in NJSTART, New Jersey's eProcurement system. Registration is easy and takes only a few minutes. Visit [www.njstart.gov](http://www.njstart.gov) and click on "Register" to start the process. Respondents to this RFQ are strongly encouraged to visit the NJSTART Vendor Support Page, which contains Quick Reference Guides (QRGs), supporting videos, a glossary of NJSTART terms, and helpdesk contact information. The NJSTART Vendor Support Page is located at: <http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>

The documents listed below must be completed prior to award: (Attached)

**Ownership Disclosure Form**

**Disclosure of Investigations and Actions Involving Bidder Form**

**Disclosure of Investment Activities in Iran Form**

**Source Disclosure Certification Form**

**MacBride Principles Certification Form**

**Vendor Certification and Political Contribution Disclosure Form**

**Two Year Chapter 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form**

**Affirmative Action Supplement Form**

**Delegated Purchasing Authority Terms and Conditions**

NOTE: A copy of a valid New Jersey Business Registration must be submitted. If not already registered with the New Jersey Division of Revenue, registration can be completed on line at the Division of Revenue website: <http://www.state.nj.us/treasury/revenue/index.html>

Bidders urged to check the status of their New Jersey Business Registration.

**Attachment 1**

**APPLICATION FORM: NEW JERSEY TITLE I STEM AND ARTs-INTEGRATION PILOT PROGRAM PROVIDER ASSISTANCE**

Name of Entity		
Address		
City, State, Zip		
Phone		
Fax		
Email		
Name and Title of Authorized Contact		
Address (if different from above)		
City, State, Zip		
Phone		
Fax		
E-mail <b>(REQUIRED)</b>		
URL <b>(REQUIRED)</b>		
<b>This organization is: (Please indicate by checking the appropriate box below)</b>		
<b>Local Education Agency (LEA)</b>	<input type="checkbox"/>	
<b>Non-Profit Corporation</b>	<input type="checkbox"/>	
<b>Other</b>	<input type="checkbox"/>	Please specify:

**ATTACHMENT 2**  
**REQUEST FOR EXEMPTION FROM DISCLOSURE**  
**Pursuant to the Freedom of Information Law**

New Jersey Open Public Records Act (OPRA) and the common law, require that each agency shall make available all records maintained by said agency, except that agencies may deny access to records or portions thereof that fall within the scope of the exceptions listed in OPRA or established under the common law.

Any proprietary materials submitted as part of, or in support of, an applicant's proposal, which applicant considers confidential or otherwise exempted from disclosure under the OPRA or the common law, must be specifically so identified, and the basis for such confidentiality or other exception must be specifically set forth.

Please list **all** such documents for every portion of the proposal on the form below, and include a copy of this document with each separate portion of the proposal. Materials which are not indicated below may be released in their entirety upon request without notice to you.

According to law, the entity requesting exemption from disclosure has the burden of establishing entitlement to confidentiality. Submission of this form does not necessarily guarantee that a request for exemption from disclosure will be granted. If necessary, NJDOE will make a determination regarding the requested exemptions, in accordance with the process set forth in OPRA or common law.

<b>Material for which Exemption is Requested</b>	<b>Location / Page Number(s)</b>	<b>Basis for Request</b>

## APPENDIX A

### New Jersey Title I STEM and Arts-Integration Pilot Program Provider Assistance

**Minimum Requirements:** The application must describe in detail how the proposed program meets all the minimum requirements in the chart below in order for the proposed program to be eligible for the approved programs list.

<b>NEW JERSEY TITLE I STEM AND ARTS -INTEGRATION PILOT PROGRAM PROVIDER ASSISTANCE EXTERNAL PROVIDERS-MINIMUM REQUIREMENTS</b>		<b>Each bulleted requirement addressed? (✓)</b>
<b>1. Technical Proposal</b>		
<b>Project Planning and Management</b>	<ul style="list-style-type: none"> <li>• Project Plan</li> <li>• Regular Status Updates</li> </ul>	
<b>Program Design</b>		
<b>2. Provider Experience and Capacity</b>		
	<ul style="list-style-type: none"> <li>• Documentation of technical expertise and experience in providing technical assistance to in-school, after school and/or summer programs or the provider's capability to implement such a program.</li> <li>• Documentation of the provider's capacity to meet the minimum program requirements including references with contact information</li> <li>• Program start information</li> <li>• Staffing plan and documentation</li> </ul>	
<b>3. Program Cost Proposal</b>		
	<ul style="list-style-type: none"> <li>• All-inclusive firm fixed charge to each New Jersey STEM and Arts-Integration Pilot Program grantee</li> <li>• Itemized budget supporting the charges to the grantee</li> </ul>	