



REQUEST FOR PROPOSALS

FOR

Management of the NH Mathematics Learning Communities Program

Issued by the

Community College System of New Hampshire

RFP #SYS26-02

Date of Issue: November 5, 2025

Proposals must be received no later than
3:00 PM on December 5, 2025

All questions related to the RFP should be submitted via e-mail to:

Sean Fitzpatrick, System Office Procurement at sfitzpatrick@ccsnh.edu

The full content of this Request for Proposals, Attachments, Appendices, Response to Questions and all Addenda via CCSNH website located at:

<https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

The RFP contains specific protocols relating to discussion and other communications regarding this RFP. Any violations of these provisions may result in immediate disqualification of a firm's submission.

Prospective firms are encouraged to promptly notify CCSNH of any apparent inconsistencies, problems, or ambiguities in the RFP.

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL is to establish a contract with a highly qualified contractor to develop, implement and manage the New Hampshire Mathematics Learning Communities in Public Secondary School program. The chosen contractor will develop math education strategy for the state of NH and develop a community of practice which will be self-sustaining in two to three years from the start of the project.

SCHEDULE OF KEY EVENTS

- Request for Proposal Issued: November 5, 2025
- Proposal Due Day & Time: December 5, 2025 at 3:00 PM
- Bidder Presentation Meetings: December 15-19, 2025
- Award and Notification to Successful Contractor: January 16, 2026
- Commencement of Services: February 1, 2026

BIDDER QUESTIONS:

Questions regarding the meaning and interpretation of the RFP, attachments, specifications, etc., shall be requested via email. Answers will be provided by an RFP addendum posted to <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>. Please direct all questions or correspondence regarding this RFP to:

Sean Fitzpatrick, Procurement Manager
CCSNH System Office
(781) 572-1076
sfitzpatrick@ccsnh.edu

VENDOR CERTIFICATIONS

The vendor who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of New Hampshire or if not, will need to submit a completed Alternate W-9 form with the contract and must be willing to comply with all terms and conditions of the Community College System of New Hampshire.

CONTRACT TERM:

The term of any resulting contract shall end on or before June 30, 2027, with the option to extend for subsequent terms, contingent upon continued funding from the state of NH.

The Community College System of NH shall have the right to terminate the contract at any time by giving the Contractor a ninety (90) day written notice.

SCOPE OF SERVICES:

Work within this request for proposal (RFP) shall include the following:

In support of NH RSA 193-I Mathematics Learning Communities in Public Secondary Schools, the Community College System of New Hampshire invites proposals for the development, implementation and management of the NH Mathematics Learning Communities (MLC). The state of NH seeks to ensure that high school students across the state have access to learner centric, high quality mathematics materials and instruction which prepares them to successfully transition to college or the workforce. In partnership with NH educators and school leaders, the MLC will seek to create a shared vision for student outcomes and competencies in math.

The intention of the MLC is to establish a state-wide collaborative community of practice which supports the development of evidence-based teaching strategies to effectively build students' mathematics conceptual understanding, procedural skills and fluency, and application across units and grade levels. Through consistent training and support, the MLC will build the capacity of NH educators and school leaders to implement high-quality instructional materials and

research, and evidence based instructional practices. Ongoing training and professional development will focus on learning strategies designed to engage and support students who have not retained mastery of prior mathematical learning and/or who continue to struggle with mastering mathematical concepts and/or fail to thrive in math courses taught using conventional methods. The goal is to support students who are prepared to engage in the mathematical reasoning and application required for college, their careers, or for everyday challenges throughout their lives.

The management of the MLC is estimated to require about 20 hours per week and will take place both remotely and in-person. As of the writing of this RFP, the MLC is funded by an NH state appropriation. Financial support for the MLC post-June 30, 2027, is contingent upon continued funding from the state of NH.

Eligible bidders will need to demonstrate a proven track record of experience with secondary mathematics education and experience with research informed curriculum and pedagogy practices.

Primary Tasks:

- Project management: Administers all aspects of the Math Learning Communities project with responsibility for cultivating sustainable partnerships with high schools and other stakeholders.
- Professional development for educators: providing technical support, training, and consulting services.

Deliverables:

- Work collaboratively with CCSNH and educators to create a vision for student outcomes and competencies in developed courses.
- Develop baseline for current middle and high school math competency as evidenced by state assessment metrics.
- Establish success metrics for the MLC.
- Develop and execute training for math educators.
- Work collaboratively with educators to develop curriculum as needs are identified.
- Create a strategy to develop a community of practice
- Create a sustainability plan for continued statewide collaboration post-state funding

PROPOSAL:

Bidders should create a comprehensive proposal including, at a minimum, the following elements:

1. Executive Summary
 - 1.1. Introduction & Company Overview
 - 1.2. Objectives
 - 1.3. Goals
 - 1.4. Strengths (What sets you apart from other bidders)
2. Execution Plan
 - 2.1. Demonstrate that your firm has provided satisfactory work on similar projects
 - 2.2. Describe your staffing plan for the project team, including position descriptions & management structure
 - 2.3. Describe your understanding of the project and how you intend to provide services to best meet the needs of The State of NH
 - 2.4. Include any value adds and/or additional information that you feel may be helpful for CCSNH while evaluating your bid
3. Insurance & Certifications
 - 3.1. Bidder's Certificate(s) of Insurance
 - 3.2. Bidder's W9

BIDDER PRESENTATION MEETINGS:

CCSNH will hold post-proposal presentation meetings with top bidders for more in-depth review of proposals. Meeting will be scheduled between December 15th and 19th.

ADDITIONAL INFORMATION:

The Community College System of NH reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

All local, state and federal regulations are to be followed. Any fines assessed to The Community College System of NH due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The Contractor who is awarded the contract will need to complete a CCSNH Standard Form Contract for Services (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so. The Contractor will also need to supply a current Certificate of Good Standing from the Secretary of State dated after January 1, 2023.

Workers' compensation requirements as outlined in the CCSNH Standard Form Contract for Services and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers' compensation insurance coverage for all of its employees on this site.

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor's employees, and other related personnel who will be physically required to work at The Community College System of NH, providing the following information for each person:

Name
Employer's Company Name

The Community College System of NH reserves the right to request a criminal background check on any employee of Contractor. The Community College System of NH also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY.

In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights laws. In addition, the Contractor shall comply with all applicable copyright laws. During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

INSURANCE:

Insurance will be more fully addressed at the time a Contract for Services is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, for the benefit of The Community College System of NH, the following insurance: General Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate, Professional liability of \$1,000,000 per occurrence/\$3,000,000 aggregate, Sexual Abuse & molestation - \$1,000,000 each occurrence/\$3,000,000 aggregate, Automobile - \$1,000,000 CSL, Workers Compensation – Statutory Limits, and Umbrella - \$5,000,000

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after Written notice thereof has been received by the The Community College System of NH.

The certificates are required to name The Community College System of NH as additional insured.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, The Community College System of NH will email addenda to all who have already submitted bids and post any changes to its website <https://www.ccsnh.edu/about-ccsnh/bidding-rfp>. Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed

SUBMISSION OF RFP RESPONSE:

Bids are due on Friday, 12/5/25, at 3:00 pm. If any Addenda to the RFP are issued, please acknowledge in your bid.

Bid responses must include the following documents:

- Bidder's Detailed Proposal (see "Proposal" section above)
- Completed Exhibit A – Bid Form Summary
- Completed Exhibit B – References Form
- Bidder's W9
- Bidder's certificate of insurance

Bids should be emailed to Sean Fitzpatrick, Procurement Manager, CCSNH System Office at purchasing@ccsnh.edu. Confirmation of receipt will be sent within 24 hours.

AWARD:

Bids will be evaluated and awarded on the basis of price, completeness of proposal, planned execution of work and references from similar sized organizations. Bids will be evaluated and awarded on a percentage basis as follows:

RFP EVALUATION CATEGORIES	PERCENTAGE
1. Completeness of Proposal	10%
2. Qualifications, Experience, and Past Performance	20%
3. Planned Execution of Services	30%
4. Cost for Services	40%
TOTAL PERCENTAGE	100%

The Community College System of NH reserves the right to accept or reject any or all of the proposals.

The Community College System of NH reserves the right to waive any and all informalities in its best interest.

BID RESULTS:

Bid results may be viewed when available, once the award has been made, only on our website at: <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>

EXHIBIT A

PROJECT: Management of the NH Mathematics Learning Communities Program

Community College System of NH

BID FORM SUMMARY

Company Name: _____

Address: _____

Telephone Number: _____

Email: _____

Total cost for services:

Cost of Services February 1 to June 30 2026 (Approx. 420 Hours)	Cost of Services July 1 2026 to June 30 2027 (Approx. 1,040 Hours)
\$ _____	\$ _____

**Hourly rate for additional services
outside of above scope** \$ _____/hr

Signature: _____

Printed Name: _____

Date: _____

Acknowledging Inclusion of Addendum:

Signature: _____

Printed Name: _____

Date: _____

This bid must be signed by a person authorized to legally bind the bidder.

EXHIBIT B

PROJECT: Management of the NH Mathematics Learning Communities Program

Community College System of NH

REFERENCES

Bidders are to provide evidence of qualifications with the bid. List three examples of experience with full responsibility for work of a similar size & scope.

NAME OF REFERENCE PROJECT

Location of Project _____

Date work performed _____

Contact Name & Email _____

Description of Project _____

NAME OF REFERENCE PROJECT

Location of Project _____

Date work performed _____

Contact Name & Email _____

Description of Project _____

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Location of Project _____

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Description of Project _____

