

**Request for Proposals
Social, Emotional, and Behavioral Programming
Nashua School District – SAU 42**

**Proposals (written and electronic) must be submitted no later than 2:00 p.m. on
Thursday, June 19, 2025**

Proposals will be opened at the SAU 42 Central Office, 141 Ledge Street, Nashua, New Hampshire. The contents of all proposals will be open to inspection by interested parties, either at the time of opening or by appointment thereafter.

I. Introduction

*The Nashua School District (SAU 42) is seeking proposals from qualified individuals, organizations, or consulting firms with expertise in the development, implementation, and evaluation of **Social, Emotional, and Behavioral (SEB) programming**. The goal is to design a comprehensive framework that fosters student well-being, supports mental and behavioral health, promotes safe and inclusive learning environments, and strengthens the district's capacity to educate the whole child.*

This initiative aligns with the district's mission to empower student success by ensuring every student feels safe, valued, supported, and connected at school.

II. Background Information

The Nashua School District serves approximately 9,700 students and 2,100 Special education students across 18 schools, including 12 elementary schools, 3 middle schools, 2 high schools, and specialized programs for early childhood and students with unique learning needs. The district employs over 2,000 staff and is committed to equity, inclusion, and academic and social-emotional success for all students.

III. Scope of Work

The District seeks a consultant or firm to:

- **Assess the current SEB landscape** Specific programing in the district. including existing supports, policies, and practices.

- **Engage with key stakeholders**, including students, staff, families, and community members, to gather input on SEB needs and opportunities.
- **Design a comprehensive SEB framework** that incorporates evidence-based strategies aligned with national standards (e.g., CASEL, MTSS, PBIS).
- **Recommend system-wide implementation strategies**, including staffing, training, data tracking tools, community partnerships, and professional development.
- **Develop actionable plans** for a two-year program, including timelines, benchmarks, and metrics to monitor progress and impact.
- **Provide training and consultation** during initial implementation phases as needed.
- **Provide staffing and management support** to ensure fidelity of implementation through the recruitment and retention of qualified personnel in key positions.

Deliverables:

- *Comprehensive needs assessment*
- *Stakeholder engagement summary*
- *SEB program framework and roadmap*
- *Staff training recommendations*
- *Implementation tools and resource guide*
- *Final five-year SEB program plan*

IV. Timeline

Start Date: August 28, 2025

End Date: June 20, 2027

Phased deliverables and milestones will be agreed upon with the selected provider.

V. General Requirements

All vendors must respond in writing and address each requirement within the RFP. Submissions should be thorough and address how your approach meets the goals of supporting district-wide SEB needs, equity, and whole-child development.

Late proposals will not be considered. All costs related to submission preparation are the responsibility of the applicant.

VI. Submittal Requirements

Refer to the original RFP structure for full submittal formatting and content expectations. Include:

- *Cover Letter*
 - *Acceptance of Conditions*
 - *Company/Individual Background*
 - *Qualifications and References (specifically in SEB, mental health, education, etc.)*
 - *Technical Proposal*
 - *Firm Resources*
 - *Financial and Litigation Status*
 - *Other Supporting Information*
 - *Cost Proposal (with lump sum, detailed budget, and rates for additional services)*
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VII. Evaluation Criteria

- *Demonstrated expertise in SEB programming in K-12 education*
- *Knowledge of national SEB frameworks (e.g., CASEL, PBIS, MTSS)*
- *Experience conducting needs assessments and community engagement*

- *Strength of proposed approach and alignment with district needs*
 - *Feasibility of implementation plan and timeline*
 - *Quality of references and record of success in similar districts*
 - *Cost-effectiveness and clarity of pricing*
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VIII. Submission Details

Proposals Due: Thursday, June 19, 2025 by 2:00 p.m.

Submit to:

*Mr. Daniel Alexander
Director of Special Education
Nashua School District – SAU 42
141 Ledge Street
Nashua, NH 03060
Email: alexanderd@nashua.edu*

Include two (1) hard copy and one (1) electronic copy (USB drive or email).

IX. Additional Terms

All general terms, including conflict of interest, insurance, bid protest procedure, and compliance with applicable laws and district policies, remain as stated in the original RFP document.

City of Nashua

APPENDIX A - General Terms and Conditions

Any exceptions to these general terms and conditions stated elsewhere in this Request for Qualifications/Proposals shall prevail.

A-I. Specifications

References to brand names or model numbers are intended only to establish a minimum standard of quality. Unless otherwise stated, such references shall not restrict submissions which include other brand names or model numbers.

Any inability to comply with the conditions or specifications outlined in the Request for Qualifications/ Proposals must be clearly stated.

Firms who find discrepancies in the specifications or are in doubt with regard to any part of a specification shall immediately notify the District. If it is deemed necessary, an addendum will be issued to all firms by mail, fax or email. The District will not be responsible for any oral instructions.

The City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

A-II. Charges

No charges will be allowed for federal, state, or municipal sales and excise taxes, as the Nashua School District is tax exempt.

All charges are to be firm net prices, and are to be F.O.B. destination, including charges for delivery and placement.

A-III. Terms and Conditions of Bid

The Nashua School District reserves the right to waive all formalities and reject any and all proposals when it is in the best interest of the District to do so.

To be eligible for an award, a proposer must be deemed "responsible". A responsible bidder 1) has the ability, capacity and skill to provide the goods or services required; 2) can provide the goods or services within the time frame specified; 3) has a satisfactory record of integrity, reputation, judgment and experience; 4) has sufficient financial resources to provide the goods or services; 5) has an ability to provide future maintenance and support as required; and 6) has

developed a positive track record with the City of Nashua to the extent the bidder has previously provided goods or services.

From time to time, the District may, because of critical time frames, solicit proposals prior to approval of the fiscal year operating budget or formal award of special revenue funds actually funding the bid purchase. The award of a bid is always contingent upon the availability of such funding.

The submission of a proposal constitutes the bidder's acceptance of and agreement to the terms and conditions of this Request for Proposals (RFP).

All proposals will be firm and binding for ninety (90) days from the date of the proposal opening.

A-IV. Submission and Opening of Proposals

*All proposals receiving consideration must be submitted in sealed envelopes, clearly identified as directed by this Request for Qualifications/Proposals, and delivered to the Nashua School District Office located at 141 Ledge Street, Nashua, NH 03060 by the date and time specified. Provide one (1) copy of your RFP response, **along with an electronic file in PDF format on a labeled USB flash drive.***

Samples when required shall be furnished free of charge and must be tagged with the bidder's name and bid identification. Samples not used or destroyed in testing will be returned to the bidder at his/her request and expense.

A-V. Compliance with Applicable Laws and Regulations

All goods or services furnished must comply with all applicable federal, state, and local laws, codes and regulations.

Material Safety Data Sheets are required for all products containing one or more toxic substances in accordance with the New Hampshire "Worker's Right to Know Act" (Chapter 277-a). Award of the bid to the successful bidder is contingent on the bidder supplying 20 copies of the Material Safety Data Sheets to allow for postings at all potential District locations.

A-VI. Independent Contractor

*The parties agree that **Contractor** shall have the status of and shall perform all work under this contract as an independent contractor, maintaining control over all its consultants, sub consultants, contractors, or subcontractors. The only contractual relationship created by this contract is between the City and **Contractor**, and nothing in this contract shall create any contractual relationship between the City and **Contractor's** consultants, sub consultants, contractors, or subcontractors. The parties also agree that **Contractor** is not a City employee and that there shall be no:*

- a) *Withholding of income taxes by the City:*

- b) *Industrial insurance coverage provided by the City;*
- c) *Participation in group insurance plans which may be available to employees of the City;*
- d) *Participation or contributions by either the independent contractor or the City to the public employee's retirement system;*
- e) *Accumulation of vacation leave or sick leave provided by the City;*
- f) *Unemployment compensation coverage provided by the City.*

A-VI. Hold Harmless Provisions

The winning bidder must agree to defend, hold harmless, and indemnify the City of Nashua, its officers, agents and employees against all claims or injuries to any person or firm arising out of the actions of the bidder, its officers, agents, or employees in providing services or goods in connection with this bid award.

A-VII. Default

Should any goods or services furnished by the bidder under a contract or purchase order fail to conform to the specifications contained herein or to a sample submitted by the bidder, the District may reject the goods or services. In such an event, the bidder shall be instructed to remove any goods or cease providing services at no cost to the District, and replace them with goods or services conforming to the specifications and samples.

Should the bidder default in the performance of the foregoing paragraph, the District reserves the right to purchase the goods or services from other sources, and to hold the bidder responsible for any excess costs occasioned to the District thereby.

A-VIII. Conflict of Interest

Any bidder who believes a conflict of interest may exist in responding to the Request for Proposals shall so state that conflict as part of the bid submission. The District reserves the right to reject said bid based on its conclusion that a substantive conflict exists.