

Virginia M. Barry, Ph.D.  
Commissioner of Education  
Tel. 603-271-3144



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Paul K. Leather  
Deputy Commissioner  
Tel. 603-271-3801

DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

STATE OF NEW HAMPSHIRE

April 12, 2013

Her Excellency, Governor Margaret Wood Hassan  
And the Honorable Council  
State House  
Concord, New Hampshire 03301

*Sole Source  
100% Federal Funds*

**REQUESTED ACTION**

Authorize the Department of Education to amend a contract, as sole source, with Brian Philpot, (Vendor Code # 228844), originally approved on November 14, 2012, item #132, for \$39,100 for an additional amount of \$83,200 for a total contract cost not to exceed \$122,300 from the date of Governor and Council approval through June 30, 2015, pending legislative approval of the next biennium budget. These funds are available from and are 100% Federal:

Account number and amount	FY2013	FY 2014	FY 2015
06-56-56-563510-61560000-046-500464	\$39,100		
06-56-56-563510-61560000-046-500464		\$41,600	\$41,600

**EXPLANATION**

On November 14, 2012, the Department entered into a contract with Brian Philpot to provide technical assistance for the development of applications in support of the Statewide Longitudinal Data System (SLDS) Federal grant. Brian Philpot was the successful candidate of a thorough RFP process in July of 2012. Brian has been instrumental in developing an early warning system and enhancing our School and District Profile to provide stakeholder access to aggregate data. Brian has developed extensive knowledge of our data systems and data bases and has provided exceptional work. For these reasons the Department is requesting approval for sole source. No additional training will be required for Brian to continue to work on the remaining project outcomes.

The outcomes of the three year SLDS grant are critical to the Departments work ; 1) develop tools to help schools evaluate effective educators, 2) develop tools to allow a variety of stakeholders access to individual and/or aggregate student data to improve student education (groups include, special education students, foster children, etc.) and, 3) develop tools as part of an early warning system and college readiness system to help ensure students are successful in k-12 schools and prepared for college.

Respectfully submitted,

*Virginia M. Barry*

Virginia M. Barry, Ph.D.  
Commissioner of Education

AMENDMENT TO CONTRACT FOR SERVICES

HEREBY RESOLVED THAT the Department of Education, hereinafter referred to as "the Agency" and Brian Philpot (vondor #228844) "Sole Source" hereinafter referred to as "the Contractor", pursuant to an agreement between the parties that was approved by Governor and Council on October 1, 2012, item #132, hereby agree to retroactively amend the same as follows:

- I. To increase the price limitation by \$83,200.00 from \$39,100.00 to \$122,300.00.
II. To modify contract date from the date of June 30, 2013 through June 30, 2015 upon Governor and Council approval.

This amendment of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement. No other provisions of the existing agreement are otherwise amended.

IN WITNESS WHEREOF, the parties, hereto, have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE

DEPARTMENT OF EDUCATION

By: Virginia M. Barry, Ph.D. Commissioner of Education

And: Brian Philpot (Contractor)

By: Brian Philpot

STATE OF NH

County of Merrimack

On this the 6th day of June 2013, before me, Patricia T. Butler, the undersigned officer, personally appeared, Brian Philpot, as The Contractor, who has satisfactorily proven to be the person identified above as in the foregoing contract and as being authorized to do so has executed the foregoing amendment for the purposes therein contained.

In witness whereof, I hereto set my hand and official seal.

Patricia T. Butler

Notary Public/Justice of the Peace (sign and print name) PATRICIA T. BUTLER NOTARY PUBLIC - NEW HAMPSHIRE My commission expires February 6, 2018

Approved as to form substance and execution by the Division of Personnel this 6 day of June, 2013

By: Karen O. Hutchins

Approved as to form, substance and execution by the Attorney General this 6 day of June, 2013.

By: [Signature]

Approved by Governor and Council this \_\_\_ day of \_\_\_, 2013 item number \_\_\_



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
27 Hazen Dr., Concord, NH 03301  
Fax: 603-271-1516 TDD Access: 1-800-735-2964  
[www.nh.gov/doit](http://www.nh.gov/doit)

**Peter C Hastings**  
*Acting Commissioner*

May 8, 2013

Virginia M. Barry, Commissioner  
State of New Hampshire  
Department of Education  
101 Pleasant Street  
Concord NH 03301

Dear Commissioner Barry:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved the Department of Education's request to enter into a contract amendment with Brian Philpot, sole proprietor of Westford, MA (Vendor Code 228844) as described below and referenced as DoIT No. 2013-099A

This is a request to amend a contract to provide two additional years of technical assistance for the development of applications in support of the Statewide Longitudinal Data System (SLDS) Federal grant. The amendment increases the funding by \$83,200, from \$39,100 to \$122,300 upon approval of Governor and Council approval through June 30, 2015.

A copy of this letter should accompany the Department of Education's submission to the Governor and Executive Council for approval.

Sincerely,

Peter C. Hastings

PCH/ltn  
2013-099A

cc: Chris Hensel, DoIT  
Irene Koffink, DOE  
Leslie Mason, DoIT

Virginia M. Barry, Ph.D.  
Commissioner of Education  
Tel. 603-271-3144



Paul Leather  
Deputy Commissioner of Education  
Tel. 603-271-3801

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April 23, 2013

**Peter C. Hastings**  
*Acting Commissioner*  
Department of Information Technology  
27 Hazen Drive  
Concord, NH 03301-6506

### **Summary of Requested Action**

Authorize the Department of Education to amend a contract with Brian Philpot, Sole Proprietor, (Vendor Code # 228844), originally approved on November 14, 2012, item #132, for \$39,100 for an additional amount of \$83,200 for two years, for a total contract cost not to exceed \$122,300 from the date of Governor and Council approval through June 30, 2015, pending legislative approval of the next biennium budget.

On November 14, 2012, the Department entered into a contract with Brian Philpot to provide technical assistance for the development of applications in support of the Statewide Longitudinal Data System (SLDS) Federal grant. Brian has been instrumental in developing an early warning system and enhancing our School and District Profile to provide stakeholder access to aggregate data. Brian's exceptional work and extensive knowledge of our systems and databases will provide the technical assistance needed to complete the remaining grant outcomes.

The Department SLDS grant addresses three critical areas of the Department's work; 1) develop tools to help schools evaluate effective educators, 2) develop tools to allow a variety of stakeholders access to individual and/or aggregate student data to improve student education (groups include, special education students, foster children, etc.) and, 3) develop tools as part of an early warning system and college readiness system to help ensure students are successful in k-12 schools and prepared for college.

The grant application indicated that the Department has a small, but strong team of developers, however, the quantity of work for this team is greater than can be achieved. Funds for consultants to assist in development projects was provided for in the grant. Since the grant is for a limited time, hiring a consultant is more favorable than hiring additional state staff.

### **Prior Related Actions**

On November 14, 2012, the Department entered into a contract with Brian Philpot to provide technical assistance for the development of applications in support of the Statewide Longitudinal Data System (SLDS) Federal grant.

The State issued a Request for Proposal and an advertisement was placed in the Union Leader from July 9, 2012 through July 11, 2012 and posted on the Department website from July 5, 2012 through July 20, 2012. The Department received 11 responses to the RFP.

### **Supporting Documentation**

The supporting documentation includes the grant application.

### **Alternatives**

This contract is critical to the completion of the SLDS grant requirements. DoIT staff at the DOE does not have the capacity to complete the grant requirement in the time frame required by the grant.

If this contract is not approved completion of the grant requirements is at risk and therefore funding for the next two fiscal years will be at risk.

### **Open Standards**

The requirement for open source software and open data formats does not apply to this contract.

### **Benefits**

Mr. Philpot's work has been exceptional and his extensive knowledge of our systems and databases will provide the technical assistance needed to complete the remaining grant outcomes. Extending this contract will save time, effort and cost of retraining a new consultant.

### **Impact on Other State Agencies and Municipalities**

There is no impact on other state agencies; however, all NH schools, districts and public will benefit from the reports and processes developed.

**Summary of Requested Action**

**Agency:** Department of Education

**Date:** April, 2012

Date of most recently approved SITP:	October 22, 2005
SITP Initiative / Project Name:	Follow the Child Assistance Center
SITP Initiative / Project Number:	n/a
Project Beginning Date:	Governor and Council Approval
Project Ending Date:	November 30, 2017
A&E RID #	n/a

**Requisition Information:**

Vendor Name	Requisition Number	State contract (Y) or (N)
Brian Philpot		Y

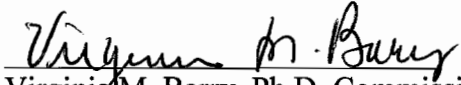
**Funding Sources and Amounts:**

	Object Codes	FY2013	FY2014	FY2015	TOTAL
OTHER *					
STATE					
FEDERAL		39,100	\$41,600	\$41,600	\$122,300
<b>TOTAL</b>		39,100	\$41,600	\$41,600	\$122,300

**Contact person:**

Chris Hensel, IT Manager  
 Department of Information Technology  
 101 Pleasant Street  
 Concord, NH 03301  
 603-271-3884  
[Chris.Hensel@oit.nh.gov](mailto:Chris.Hensel@oit.nh.gov)

**Department Head Approval:**

  
 Virginia M. Barry, Ph.D, Commissioner  
 Department of Education

**EXHIBIT A  
SERVICES TO BE PROVIDED**

The contractor will develop queries, create database objects, develop web applications and perform related technical jobs to meet the goals of the SLDS Grant. In particular, to assist with the development of the following activities:

1. The Evaluation of Effective Educators
  - a. Collection of educator and assessment data
  - b. Data validation
  - c. Reports and tools to view growth and performance results
  - d. Develop a system to manage the process (timeline, schedule, completion status, etc.) to evaluate educators
  
2. Informed Decision Making
  - a. Expand the School and District Profile by developing reports to provide greater access to education information to multiple stakeholders
  - b. Integrate special education data into the i4see system and data warehouse
  - c. Integrate juvenile justice and foster data
  - d. Develop a return on investment indicator
  - e. Create a dashboard integrated into the District Profiles
  
3. College and Career Readiness
  - a. Integrate early warning indicator data
  - b. Develop an early warning indicator report
  - c. Integrate data for college and career readiness
  - d. Develop a college and career readiness report

Attend weekly status meetings. The attendance for many of these meetings can be virtual; however, a minimum of once per month join the status meetings in Concord. May be asked to attend meetings in Concord when necessary to gather business and technical requirements. These meetings will be planned and scheduled in advance with sufficient notice.

Contractor Initials BP  
Date 6-6-13

Brian Philpot Contract

**EXHIBIT B**

Program Facilitation  
(16 hours per week @ \$50.00 per hour)

**Limitation on Price:**

To increase the Price Limitation from \$39,100 to \$122,300

This contract will not exceed \$122,300.

Funds will come from the following account:

Account number and amount	FY 2014	FY 2015
06-56-56-563510-61560000-046-500464	\$41,600	\$41,600

**Method of Payment:**

Payment to be made on the basis of bi-weekly or monthly invoices which are supported by a summary of activities that have taken place in accordance with the terms and conditions of the contract as stated in Exhibit A, otherwise correct and acceptable, payment will be made for 100% of the expenditures listed.

Invoices will be submitted to:

Irene Koffink, Administrator III  
Division of Program Support  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

Contractor Initials BP  
Date 6.6.13



**EXHIBIT C**

Authorize waiver of the insurance provision 14.1.1-14.3.

Contractor will carry appropriate levels of automobile insurance during the term of this contract.

Contractor Initials BP  
Date 6-6-13

**COVERAGE SELECTIONS PAGE**

This page and any attached endorsements form a part of your policy

This policy is issued by:

The Commerce Insurance Company  
Webster, MA 01570-0758  
www.Commerceinsurance.com

Item 1: This policy is issued to:  
**BRIAN W PHILPOT**  
**MARY PHILPOT**  
**18 HEMLOCK RD**  
**WESTFORD**

MA 01886

Massachusetts Personal Automobile  
Policy Number: **JP1345**  
Agent: **1J0**

**THE GEORGE GATH INS AGENCY**  
**AGENCY INC.**  
**703 CHELMSFORD STREET**  
**LOWELL** MA 01851

Item 2: This policy is in effect from: **JUNE 30, 2013 to**

**JUNE 30, 2014**(12:01 A.M Eastern Standard Time)

Item 3: Description of your Auto:

**DIRECT BILL**

Auto 1 <b>06 HONDA PILOT LX 4D WAGON</b> <b>2HKYF18166H517061</b>	Auto 4 <b>07 TOYOTA PRIUS 4D HATCH</b> <b>JTDKB20U777576686</b>
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Item 4: This policy provides only the coverages for which a premium charge is shown:

Coverages, Parts 1-12	AUTO 1				AUTO 4							
COMPULSORY INSURANCE	LIMITS	Deductible	Annual Premium	Adjusted Premium	LIMITS	Deductible	Annual Premium	Adjusted Premium				
1 Bodily Injury To Others	\$ <b>20000</b> per Person \$ <b>40000</b> per Accident	None	\$ <b>59</b>	<b>59</b>	\$ <b>20000</b> per Person \$ <b>40000</b> per Accident	None	\$ <b>61</b>	<b>61</b>				
2 Personal Injury Protection	\$ <b>8000</b> per Person	\$ <b>NONE</b> — yourself — household members	\$ <b>20</b>	<b>20</b>	\$ <b>8000</b> per Person	\$ <b>NONE</b> — yourself — household members	\$ <b>21</b>	<b>21</b>				
3 Bodily Injury Caused By An Uninsured Auto (Compulsory Limits \$20,000 / \$40,000)	\$ <b>100000</b> per Person \$ <b>300000</b> per Accident	None	\$ <b>9</b>	<b>9</b>	\$ <b>100000</b> per Person \$ <b>300000</b> per Accident	None	\$ <b>9</b>	<b>9</b>				
4 Damage To Someone Else's Property (Compulsory Limits \$5,000)	\$ <b>100000</b> per Accident	None	\$ <b>122</b>	<b>122</b>	\$ <b>100000</b> per Accident	None	\$ <b>122</b>	<b>122</b>				
<b>OPTIONAL INSURANCE</b>												
5 Optional Bodily Injury To Others	\$ <b>100000</b> per Person \$ <b>300000</b> per Accident	None	\$ <b>32</b>	<b>32</b>	\$ <b>100000</b> per Person \$ <b>300000</b> per Accident	None	\$ <b>33</b>	<b>33</b>				
6 Medical Payments	\$ per Person	None	\$		\$ per Person	None	\$					
7 Collision	Actual Cash Value *	\$ <b>1000</b>	\$ <b>99</b>	<b>99</b>	Actual Cash Value *	\$ <b>1000</b>	\$ <b>137</b>	<b>137</b>				
8 Limited Collision	Actual Cash Value	\$	\$		Actual Cash Value	\$	\$					
9 Comprehensive	Actual Cash Value	\$ <b>1000</b>	\$ <b>33</b>	<b>33</b>	Actual Cash Value	\$ <b>1000</b>	\$ <b>44</b>	<b>44</b>				
10 Substitute Transportation	Up to \$ a day, maximum	None	\$		Up to \$ a day, maximum	None	\$					
11 Towing and Labor	Up to \$ for each disablement	None	\$		Up to \$ for each disablement	None	\$					
12 Bodily Injury Caused By An Underinsured Auto	\$ <b>100000</b> per Person \$ <b>300000</b> per Accident	None	\$ <b>17</b>	<b>17</b>	\$ <b>100000</b> per Person \$ <b>300000</b> per Accident	None	\$ <b>17</b>	<b>17</b>				
<b>MERIT RATING PLAN</b>	Premium Adjustment	<b>99</b>	\$ <b>62-</b>	<b>62-</b>	Premium Adjustment	<b>99</b>	\$ <b>71-</b>	<b>71-</b>				
<b>PREMIUM (per AUTO)</b>	AUTO		\$ <b>329</b>	<b>329</b>	AUTO		\$ <b>373</b>	<b>373</b>				
<b>TOTAL PREMIUM (POLICY)</b>	* INCL WAIVER OF DED						\$ <b>702.00</b>					
<b>DISAPPEARING DEDUCTIBLE CREDITS AS OF 06-30-2013: \$250</b>												
<b>DISCOUNTS</b>	Account	Age 65 & Older	Annual Mileage	Anti Theft	Good Student	MCD	Shop Smart	Student Away	Motorcycle Training	Pay Plan	Smart Driver	Clean in 3
AUTO 1	<b>11%</b>			<b>20%</b>		<b>8%</b>				<b>5%</b>		
AUTO 4	<b>11%</b>			<b>20%</b>		<b>8%</b>				<b>5%</b>		

REFER TO OTHER SIDE FOR ADDITIONAL INFORMATION

INSURED

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## SUMMARY

MBA graduate with over twelve years web application development experience and the following Microsoft Certifications: Microsoft Certified Solution Developer (MCS D) - .NET Framework 2.0 w/Visual Basic.Net, Microsoft Certified Database Administrators (MCDBA) - SQL Server. Looking to help create web-based educational solutions leveraging my experience in education and with the following technologies: ASP/ASP.Net, VB.Net, SQL Server, HTML, JavaScript and AJAX.

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## COMPUTER SKILLS

### Languages

- Certified in: ASP.NET Framework 2.0 w/Visual Basic.Net (VB.Net), Oracle T-SQL Exam.
- Proficient with: ASP w/VBScript, JavaScript (w/AJAX) and HTML.

### Software

- Database: Microsoft SQL Server, Microsoft Access and Oracle 9/10g
- Platforms: Microsoft Windows® Server 2000/2003/2008, Microsoft Windows XP/Vista/7

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## EXPERIENCE

**Senior Web Developer** 2000-Present  
*Massachusetts Department of Elementary and Secondary Education (ESE)*

- Lead ASP/ASP.Net developer for the ESE Security Portal which is used to exchange secure data stored in Oracle and SQL Server with educational organizations across the Commonwealth. Responsible for developing and supporting over 40 different ASP/ASP.Net web applications.
- Responsible for developing and supporting one of the most heavily used educational websites in Massachusetts - School and District Profiles - <http://profiles.doe.mass.edu/>. The site uses many advanced web technologies including AJAX-enabled controls from Telerik, web service calls to Google's API and Mass GIS to generate dynamic maps and dynamic charts.
- Implemented McAfee Secure to proactively find/resolve web application security vulnerabilities.
- Set standards on ASP/ASP.Net application development related to best practices regarding performance and security.

**Consultant** 2004-Present  
*Connecting Education, Leadership and Technology*

- Assisted with Louisiana Department of Education Longitudinal Data Warehouse deployment.
- Designed and helped with implementation of New Hampshire Department of Education's School and District Profiles website.
- Developed an assessment item bank (SQL Server database) and web application interface for Hawaii Department of Education.

**Senior System Engineer** 1998-2000  
*Fidelity Investments*

- Assisted with development and deployment of several IIS based Intranet applications utilizing Visual Basic and Visual InterDev and the following data sources: Oracle, Sybase and SQL Server.

**IT Support Specialist** 1995-1997

- Hewlett Packard*
- Planned and implemented desktop/server migration. Trained and supported users on Windows NT.

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## CERTIFICATIONS

- Microsoft Certified Application Developer - ASP/VB.Net 2.0 Framework - 2007
- Microsoft Certified Database Administrator - SQL Server 2000 - 2001
- Microsoft Certified Professional - Windows NT - 1996

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## EDUCATION

- Boston University** 2000  
*Boston, MA - Masters in Business Administration - MIS Concentration - GPA 3.3*
- University of Massachusetts at Amherst** 1994  
*Amherst, MA - Bachelors in Business Administration - Marketing Major - GPA 3.2*

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## REFERENCES

- Rachael Traub - Web Master at Massachusetts EOE - 781.338.6897  
Robert Rains - System Engineer at NENS.com - 617.590.3444

Virginia M. Barry, Ph.D.  
Commissioner of Education  
Tel. 803-271-3144



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

FOR INFORMATION ONLY

G & C Letter # \_\_\_\_\_

G & C Date 11-14-12

APPROVED: \_\_\_\_\_

Page # \_\_\_\_\_

Item # 132

Paul Leather  
Deputy Commissioner of Education  
Tel. 803-271-3801

October 1, 2012

His Excellency, Governor John H. Lynch  
And the Honorable Council  
State House  
Concord, NH 03301

#### REQUESTED ACTION

Authorize the Department of Education to secure the services of Brian Philpot, Westford, Massachusetts (Vendor code 228844) for the purpose of collaborating with the Department of Education to develop reports and queries using Structured Query Language (SQL) and to develop and/or enhance ASP.net applications. The consultant will be assigned to work on existing systems or create new reports, queries and web applications to meet the outcomes specified in the Statewide Longitudinal Data System grant. This contract will be in effect from December 1, 2012 or date of Governor and Council approval, whichever is later, through June 30, 2013, total amount not to exceed \$39,100.

These funds are available from and are 100% Federal Funds:

Account number and amount  
06-56-56-653510-61560000-046-500464

FY 2013  
\$39,100

#### EXPLANATION

The Department has received a Statewide Longitudinal Data System Federal grant to address three critical areas of the Department's work; 1) develop tools to help schools evaluate effective educators, 2) develop tools to allow a variety of stakeholders access to individual and/or aggregate student data to improve student education (groups include, special education students, foster children, etc.) and, 3) develop tools as part of an early warning system and college readiness system to help ensure students are successful in k-12 schools and prepared for college. The role of this consultant is to create ASP.net

applications and/or develop queries and reports using Microsoft SQL Server and related Microsoft reporting tools. The consultant will be extending existing applications, developing new applications, modifying existing reports and creating new reports.

The grant application indicated that the Department has a small, but strong team of developers, however, the quantity of work for this team is greater than can be achieved. Funds for consultants to assist in development projects was provided for in the grant.

An advertisement was placed in the *Union Leader* from July 9, 2012 through July 11, 2012 and posted on the Department website from July 5, 2012 through July 20, 2012. The Department received 11 responses to the RFP. New Hampshire Department staff members Irene Koffink, Joe Pipinias, Ryan Stevens and Michael Schwartz, who are knowledgeable about the services needed, scored the proposal and interviewed the top three candidates. Brian Philpot received the highest rating and also had the lowest hourly rate.

Respectfully submitted,



Virginia M. Barry, Ph.D.

Commissioner of Education

Subject:


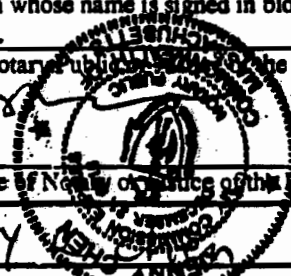
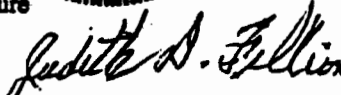
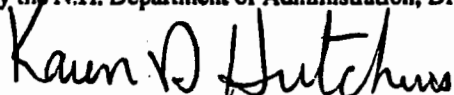
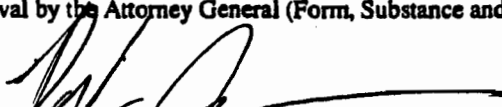
Brian Philpot

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education		1.2 State Agency Address 101 Pleasant Street, Concord, NH 03301	
1.3 Contractor Name Brian Philpot, MCSD		1.4 Contractor Address 18 Hemlock Road, Westford, MA 01886	
1.5 Contractor Phone Number 978-923-0057	1.6 Account Number 01005661560000046500464	1.7 Completion Date June 30, 2013	1.8 Price Limitation \$39,100.00
1.9 Contracting Officer for State Agency Dr. Judith D. Fillon		1.10 State Agency Telephone Number 271-3855	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Brian Philpot, Sole Proprietor	
1.13 Acknowledgement: State of <u>MA</u> , County of <u>Middlesex</u> On <u>10/5/2012</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public in and for the State of New Hampshire [Seal] 			
1.13.2 Name and Title of Notary of Justice of the Peace Jenny			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Dr. Judith D. Fillon, Director	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By:  Director, On: <u>10/22/12</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  On: <u>10/22/12</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

