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

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

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

February 8, 2013

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

100% Federal Funds

REQUESTED ACTION

1. Authorize the Department of Education to amend a contract with Cynthia Currier, Sole Proprietor, (Vendor Code # 163670), originally approved on July 11, 2012, item #88, for \$22,425.00 for an additional amount of \$9,100.00 for a total contract cost not to exceed \$31,525.00 from the date of Governor and Council approval through June 30, 2013. Funding is available in the following account: 100% Federal Funding

	FY 2013
06-56-56-562510-41100000-102-500731	\$22,425.00
	FY 2013
06-56-56-563510-61560000-046-500464	\$9,100.00

EXPLANATION

On July 11, 2012 the Department of Education entered into a contract with Cynthia Currier to assist schools and districts with data submission and updates to the Educator Information System (EIS). The EIS contains educator assignments and pupil course information and is used by the Bureau of Credentialing to manage educator licensure. Student course information supports accountability studies for grades K-12.

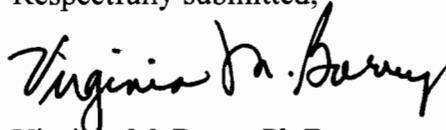
It is critical that data submissions are accurate. Schools have required more assistance than originally expected to complete their educator assignments and pupil course submissions. Cynthia has been providing more assistance to schools and we anticipate the need will continue for the remainder of this school year.

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council

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Therefore we request that the contract be amended to include an additional \$9,100.00 for the duration of the current contract.

Respectfully submitted,

A handwritten signature in black ink that reads "Virginia M. Barry". The signature is written in a cursive style with a large, prominent initial "V".

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 Cynthia Currier, Sole Proprietor (vendor #163670) hereinafter referred to as "the Contractor", pursuant to an agreement between the parties that was approved by Governor and Council on July 11, 2012, item #88, hereby agree to retroactively amend the same as follows:

I. To increase the price limitation by \$9,100.00 from \$22,425.00 to \$31,525.00.

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

And: **Cynthia Currier**
(Contractor)

By: Cynthia Currier
Cynthia Currier

STATE OF NH

County of Sullivan

On this the 12th day of February, 2013, before me, Cynthia Currier, the undersigned officer, personally appeared, Cynthia Currier, 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.

Melissa D. Heino
Notary Public/Justice of the Peace (sign and print name)
My commission expires MELISSA D. HEINO, Notary Public
My Commission Expires Sept 9, 2014

Approved as to form, substance and execution by the Attorney General this 18 day of March, 2013.

By: [Signature]

Approved by Governor and Council this _____ day of _____, 2013 item number _____.

EXHIBIT A
SERVICES TO BE PROVIDED

The contractor will:

Primary Responsibilities:

- Provide training and support to schools and districts to increase the use of PerformancePLUS.
- Provide training and support to schools and districts to submit their i4see course submissions, class submissions and educator assignments.
- Coordinate and gather resources to share promising practices.
- Coordinate and gather content for an on-line training library such as FAQ's, power point presentations, tip/help documents and other materials that may be helpful to users.
- Develop training videos.
- Identify and coordinate training opportunities targeted to groups who are likely to need the tools (e.g. professional associations, focus monitoring groups, SINI/DINI schools/districts, PBIS, Reading First, RtI initiatives, etc.).
- Other projects related to data submission and training.

CC
2/8/13

**EXHIBIT B
BUDGET**

345 hours @ \$65.00 per hour (including travel and expenses)	\$22,425.00
140 hours @\$65.00 per hour (including travel and expenses)	\$9,100.00
Total	\$31,525.00

Limitation on Price:

This contract will not exceed \$31,525.00

Method of Payment

Payment to be made on the basis of monthly invoices which are supported by a summary of activities that have taken place in accordance with the terms of the contract as stated in Exhibit A.

Invoices will be submitted to:

Marjorie Schoonmaker
Division of Program Support
NH Department of Education
101 Pleasant Street
Concord, NH 03301

CC
2/8/13

EXHIBIT C
SPECIAL PROVISIONS

Authorize the waiver of Sections 14.1.1 – 14.3.

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

CC
2/8/20

GFC 7-11-12
Item # 88



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June 6, 2012

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

REQUESTED ACTION

1. Authorize the Department of Education to secure the services of Cynthia Currier, Sole Proprietor, (Vendor Code 163670) of Georges Mills, New Hampshire to provide assistance with the implementation of the Initiative for School Empowerment and Excellence (i4see) Follow the Child Assistance Center and the Educator Information System in the amount of \$22,425.00 from September 1, 2012 or the date of Governor and Council approval, whichever is later, through June 30, 2013. Funding is available in the following account: 100% Federal funds:

	FY 2013
06-56-56-562510-41100000-102-500731	\$22,425.00

EXPLANATION

The i4see Assistants will support the Bureau of Credentialing Educator Information System (EIS). The i4see Assistants will assist districts with data submission and updates to the EIS. The EIS contains educator assignments and pupil course information. The EIS database is used by the Bureau of Credentialing to manage educator licensure. Student course information will support accountability studies for grades K-12.

Through work with school districts the contractor will continue to supply support in the submission of required data. This will enable the schools/teachers to analyze student level data provided through the Performance Tracker and Assessment Builder software. The contractor will continue to work directly with school personnel; will continue to develop guidance materials; and training for the Performance Tracker and Assessment Builder tools. The primary goal is to increase schools' capacity to use the PerformancePLUS software to improve instruction.

His Excellency Governor John H. Lynch
And the Honorable Council
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The New Hampshire Department of Education has contracted with SunGard PerformancePLUS to implement their Performance Tracker software. This software is part of the i4see, Follow the Child Assistance Center and enables school districts to analyze state and local assessment data in conjunction with student demographics, enrollment and academic data. Assessment Builder allows educators to create local assessments and tie them to academic standards. Schools can also buy into an additional module to connect assessment, curriculum and instructional lesson plans. External resources are required to assist the Department in implementing the Follow the Child Assistance Center.

The Request for Proposal was advertised in the *Union Leader* May 16, 2012 through May 18, 2012, and posted on the Department of Education website from May 14, 2012 through June 6, 2012. The Department received two responses to the Request for Proposal. Department staff members, who are knowledgeable about the services needed, reviewed the Request for Proposals. The committee, which included Ginny Clifford, Joseph Pipinias, and Irene Koffink, recommended securing the services of Cyndy Currier. Cyndy has demonstrated value to the New Hampshire Department of Education through work on previous contracts.

Sincerely,



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

Subject:

Cynthia Currier

FORM NUMBER P-37 (version 1/09)

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 Cynthia Currier		1.4 Contractor Address 64 Oak Ridge Road, Georges Mills, NH 03751	
1.5 Contractor Phone Number 603-763-9764	1.6 Account Number 010-056-41100000-102-0731	1.7 Completion Date June 30, 2012	1.8 Price Limitation \$22,035.00
1.9 Contracting Officer for State Agency Dr. Judith D. Fillion		1.10 State Agency Telephone Number 603-271-3855	
1.11 Contractor Signature <i>Cynthia Currier</i>		1.12 Name and Title of Contractor Signatory Cynthia Currier, sole proprietor	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>6/9/12</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 or Justice of the Peace [Seal] <i>Patricia T. Butler, Notary Public</i> PATRICIA T. BUTLER NOTARY PUBLIC - NEW HAMPSHIRE My Commission Expires February 13, 2013			
1.13.2 Name and Title of Notary or Justice of the Peace <i>Patricia T. Butler, Notary Public</i>			
1.14 State Agency Signature <i>Viggo M. Barry</i>		1.15 Name and Title of State Agency Signatory Dr. Judith D. Fillion, Director	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <i>Karen D. Hutchins</i> Director, On: <u>6-19-12</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <i>[Signature]</i> On: <u>6/26/12</u>			
1.18 Approval by the Governor and Executive Council By: On:			