



Victoria F. Sheehan  
Commissioner

**THE STATE OF NEW HAMPSHIRE**  
DEPARTMENT OF TRANSPORTATION

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William Cass, P.E.  
Assistant Commissioner

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

Executive Office  
April 28, 2022

**REQUESTED ACTION**

Authorize the Department of Transportation (NHDOT) and the Department of Administrative Services, Bureau of Education and Training (BET), vendor # 177875, to enter into a Memorandum of Understanding for \$6,000.00, for the conversion of the NHDOT's existing Police Work Zone Safety Training into a Moodle training module, effective upon Governor and Executive Council approval through May 10, 2023. 100% Highway Funds.

Funds to support this request are available in the following account in Fiscal Year 2022:

Funding is available as follows:	<u>FY 2022</u>
04-96-96-960015-29390000	
Transfer to Other Agencies	
049-584914 Transfer to Agency	\$6,000.00

**EXPLANATION**

The training is required pursuant to Federal Highway Administration, 23 CFR Part 630, Subpart K, 630.1106(c) and Section 618 of the NHDOT Standard Specifications for Road and Bridge Construction, as of April 1, 2013, all uniformed officers working on NHDOT funded projects must have successfully completed an approved course on The Safe and Effective Use of Law Enforcement Personnel in Work Zones.

In accordance with provisions of RSA 21-I:42, XIV, the Bureau of Education and Training (BET) will support the New Hampshire Department of Transportation (DOT) by converting the existing Work Zone Safety training from a PowerPoint format to a SCORM File that will be housed on the DOT externally facing learning management site (LMS).

This agreement has been approved by the Attorney General's Office as to form, substance and execution and the Department has certified that the necessary funds are available. Copies of the fully executed agreement are on file at the Secretary of State's Office and the Department of Administrative Service's Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

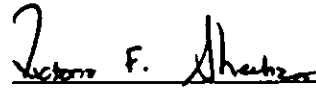
We respectfully request your approval.

Sincerely,



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Charles M. Arlinghaus  
NHDAS Commissioner



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Victoria F. Sheehan  
NHDOT Commissioner

Attachments



**One  
Workforce**

# **Training Development Support NH Department of Transportation Service Agreement**

**Prepared For:** New Hampshire Department of Transportation (NH DOT)

**Prepared By:** Bureau of Education and Training  
Division of Personnel  
Department of Administrative Services

**May 10, 2022**

# **BET Training Support – NH DOT**

## **Summary**

In accordance with provisions of RSA 21-I:42, XIV, the Bureau of Education and Training (BET) will support the New Hampshire Department of Transportation (DOT) by converting an existing Work Zone Safety training from a PPT format to a SCORM File that will be housed on the DOT externally facing learning management site (LMS). Under this Service Agreement, BET will provide the following:

- BET will chunk the existing material using Storyline 360;
- Narrate and record/edit audio;
- Provide licensed imagery;
- Build check for understanding exercises using Quizmaker 360
- Publish SCORM package and provide Storyline file;

## **Background**

DOT would like to convert their existing *Police Work Zone Safety* training from a PPT format to a SCORM File designed and developed using Articulate 360. DOT is converting this training module to update the current training content and enhance the trainee access and learning experience. Automating this training and formatting it in a manner that allows the course to be housed on the DOT Moodle LMS will accomplish this goal. This approach will also allow DOT to utilize the *Gradebook* function in Moodle to generate completion reports. This training is especially important because it will help keep our law enforcement employees, transportation employees, and the public safe. It will also help keep DOT in compliance with federal requirement 23 CFR Part 630, Subpart K, 630.1106(c).

## **Scope of Work**

BET will support the New Hampshire Department of Transportation in several ways:

- Preparing and implementing a work plan to design, review, and finalize the trainings, including time for review by other parties, including DOT;
- Convert the existing instructor-led (with audio) Powerpoint training, including making recommendations for chunking material and employing other strategies to keep the audience engaged and test for comprehension;
- Consult to identify the best strategy to deploy the trainings, accounting for the need to track and report on training compliance; and
- BET will deliver completed product within approximately two months from initiation date.

## BET Training Support – NH DOT

### Pricing and Payment Terms

ITEM	Pricing
Development work, including, for example but not limited to: drafting text, preparing online trainings from raw content, updating/replacing existing training programs, or preparing communications.	\$85/hour

BET will track hours worked on this DOT project and invoice DOT quarterly, as applicable. Payment is due within 30 days of invoice.

Total expenditures under this agreement are limited to a maximum of \$6,000.00, based on the course content previously presented to BET.

### Limitations

The training programs developed under this agreement, including all materials produced and provided by BET, are the exclusive property of NH BET and NH DOT. BET and DOT may utilize any video or training materials developed or provided, or components of such training videos, within other BET or DOT courses.

This agreement remains in effect until May 10, 2023, unless reissued or terminated in writing by either party with 30 days notice.

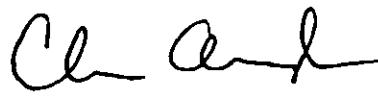
### Acceptance

By signing below, the client accepts the above proposed Service Agreement and pricing.



Victoria F. Sheehan, Commissioner  
New Hampshire Department of Transportation

Date 5/23/22



Charles M. Arlinghaus, Commissioner  
New Hampshire Department of Administrative Services

Date 5-18-22

New Hampshire  
Department of Transportation

Emily C. Goering  
Signature

EMILY C. GOERING  
Name

Assistant AG  
Title

NH Attorney General

Governor and Council  
Approval

\_\_\_\_\_  
Secretary of State

\_\_\_\_\_  
Dated