

65A
YB

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



DEC 02 15 411 43 025
Paul K. Leather
Deputy Commissioner of Education
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

November 16, 2015

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Special Education to enter into a contract with Gibson Consulting Group, Austin, Texas (vendor code 253669), in an amount not to exceed \$276,400.00 to annually collect parent involvement surveys from approximately 33,000 parents of students with disabilities and post school outcome surveys from approximately 3,000 special education students one year after they have exited high school, for required reporting in the New Hampshire Department of Education, Bureau of Special Education Annual Performance Report (APR), for the period of January 1, 2016 or upon Governor & Council approval, whichever is later, through December 31, 2017. 100% Federal Funds.

Funding is available in the account titled Special Education-Elem/Sec with the continued appropriation of funds in the future operating budgets with the ability to adjust encumbrances between State fiscal years through the Budget Office if needed and justified.

	<u>FY 16</u>	<u>FY17</u>	<u>FY18</u>
06-56-56-562510-4110000-102-500731	\$80,260.00	\$138,660.00	\$57,480.00
Contracts for Program Services			

EXPLANATION

The goal of this project is to support the New Hampshire Department of Education, Bureau of Special Education with the mandatory federal reporting requirements regarding parent involvement in special education and post school outcomes for students with disabilities who graduate from high school under the Individuals with Disabilities Education Act (IDEA). The purpose of the parent involvement survey is to measure the number of parents of students receiving special education services who report that their schools facilitated parent involvement as a means of improving services and results for students with disabilities.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
November 16, 2015
Page 2 of 3

The purpose of the post school outcomes survey is to measure the percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school and are enrolled in higher education or in some post-secondary education or training program or are competitively employed within one year of exit from high school. Pursuant to this contract, Gibson Consulting will disseminate parent involvement surveys to approximately 33,000 parents of students with disabilities in New Hampshire and the post school outcome survey to 3,000 special education students one year after they have exited high school. Gibson Consulting will ensure each survey is accessible to students and parents in required languages or formats; and will develop and disseminate marketing materials to increase awareness of surveys for improved response rates. Gibson Consulting will also be responsible for the collection of completed surveys and the data analysis of each survey. This data will be used for reporting on Indicator 8 Parent Involvement Survey and Indicator 14 Post School Outcomes in the New Hampshire Special Education Annual Performance Report (APR) to be submitted to the USDOE Office of Special Education Programs. In addition, this data will also be used to meet the public reporting requirements of IDEA for Indicator 8 and Indicator 14 of the Annual Performance Report.

The Request for Proposals (RFP) "*Statewide Parent Involvement and Post School Outcomes Surveys*" was advertised in the Manchester Union Leader, July 17th, July 19th and July 20th, 2015, and posted on the New Hampshire Department of Education website.

Four (4) proposals were received by the deadline of August 19, 2015: Educational Data Systems, Panorama Education, Gibson Consulting Group, Inc., and Measurement Incorporated. A review committee of four (4) individuals from the Bureau included: Amy Aiello, Program Specialist III, Sherry Burbank, Education Consultant, Joanne DeBello, Education Consultant and Janelle Cotnoir, Program Specialist II, reviewed all proposals and recommend a contract with Gibson Consulting Group who had the highest overall score (Attachment A). Gibson Consulting was selected based on their ability to commit five highly qualified staff for the administration of the surveys and the complicated analysis of the collected data. They are able to offer both surveys as scanable surveys and, most importantly, they will provide district reports and in some cases, school level reports, to assist the Department of Education in sharing the survey results with school districts in an easy to understand format.

Panorama Education submitted the lowest bid, however, their proposal only scored a total average of 59/100 given that their proposal lacked many of the survey administration and data analysis requirements outlined in the Request for Proposals. Panorama Education did not indicate that data storage was secure, which is critical with the student/family level data that would be collected. Their budget was low but provided no explanation that showed that they understood that this budget had to cover two annual administrations of the survey within the contract period rather than just one. The review team did not believe that Panorama Education's proposal adequately addressed the requirements for this contract and thus went with the next lowest bid which clearly addressed all the requirements of the Request for Proposals and contained a strong budget justification.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
November 16, 2015
Page 3 of 3

The Department of Education would like to contract with Gibson Consulting who has done similar work for the Kentucky, Texas, Oregon, Florida and Colorado Departments of Education. Gibson Consulting excels at working with State Education Agencies and other educational organizations to collect, analyze, and report data. They have worked with over 250 school systems in 21 different States during the past 21 years and are committed to public education by providing services exclusively in the educational market.

The contract will include, but not be limited to, the following activities:

- On-going communication and collaboration with the Department of Education, school districts and key stakeholder agencies and representatives;
- Survey Administrations;
- Data Collection, Entry and Management;
- Data Analysis;
- Reporting; and
- Helping districts understand their district reports

This project will be evaluated by the Department of Education through the monitoring of the Monthly Summary Reports provided by the contractor. In addition, the vendor will submit an End of Year report to the Department.

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul K. Lenth" with a circled "for" in parentheses to the right.

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

ATTACHMENT A

Rubric ~ Request for Proposals (RFP): Statewide Parent Involvement and Post School Outcomes Surveys

Vendor Name	Gibson Consulting	Measurement Incorporated	Educational Data Systems	Panorama
Significance of Project: description of the bidder's organizational capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a project of this type, to include references as applicable (10 pts)	8.5	9	6.25	6.25
Quality of Services: Describe how you will accomplish the services to be provided in 1.0 and 2.0 of this RFP, including activities and strategies. Also identify roles, responsibilities and partners to be involved for the various activities/strategies(40 points)	36.75	35	25.75	30.5
Management Plan: Provide a work-plan, timeline, milestones or benchmarks in accordance with the activities to carry out Services to be Provided in 1.0 and 2.0 of this RFP (15 points)	15	14	6.5	8.5
Budget: A detailed budget and justification(s) related to the bidder's capacity to provide services outlined in sections 1.0 and 2.0 Services to be Provided of this RFP including the contractor's hourly and/or daily compensation rate requirement; postage costs for dissemination and the return of each survey, development and dissemination of marketing tools and strategies, and other applicable costs to support this proposal (25 points)	23.25 (\$276,400.00)	20.75 (\$291,790.00)	21.75 (\$298,078.66)	10.25 (\$104,500.00)
Evaluation: Describe your comprehensive plan for the evaluation of the proposed project activities, effectiveness, and impact, including evaluation methods and strategies to be used and collection of data. (10 points)	7.25	9.25	5	4
Total Points	90.75	88	65.25	59

The committee members responsible for the review of the Special Education Parent Involvement and Post School Outcomes Survey proposals include the following individuals:

- Janelle Cotnoir – Program Specialist II – Bureau of Special Education
- Joanne DeBello – Education Consultant – Bureau of Special Education
- Sherry Burbank – Education Consultant – Bureau of Special Education
- Amy Aiello – Program Specialist III – Bureau of Special Education

The scoring for this proposal was conducted employing a consensus model.

The role of the committee members was advisory in nature. They provided information, analysis, and recommendations that were presented to the Commissioner of Education.

The Commissioner of Education reviews the information provided and makes the final decision regarding the award of such grants.

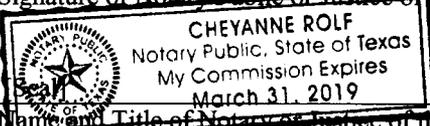
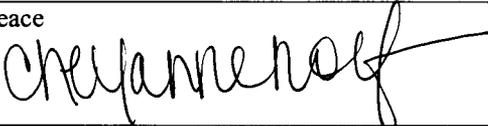
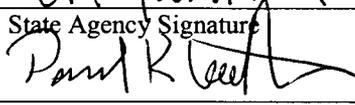
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH State Department of Education, Bureau of Special Education		1.2 State Agency Address 101 Pleasant Street, Concord, New Hampshire 03301	
1.3 Contractor Name Gibson Consulting Group, Inc.		1.4 Contractor Address 1801 South MOPAC Expressway, Suite 270, Austin Texas 78746	
1.5 Contractor Phone Number 512-328-0885	1.6 Account Number See Exhibit B	1.7 Completion Date December 31, 2017	1.8 Price Limitation \$276,400.00
1.9 Contracting Officer for State Agency Santina Thibedeau, Administrator, Bureau of Special Education		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Greg Gibson, President	
1.13 Acknowledgement: State of <u>Texas</u> , County of <u>TRAVIS</u> On <u>October 21, 2015</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  			
1.13.2 Name and Title of Notary or Justice of the Peace <u>Cheyenne Rolf, Notary</u>			
1.14 State Agency Signature  Date: <u>11-17-15</u>		1.15 Name and Title of State Agency Signatory	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <u>12/11/15</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 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 and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, 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.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. 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 this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 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, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Exhibit A SCOPE OF SERVICES

The contractor, Gibson Consulting Group, Inc. will provide the following services to the New Hampshire Department of Education (NHDOE), Bureau of Special Education, beginning January 1, 2016 or the date of Governor and Council approval, whichever is later, through December 31, 2017.

SERVICES TO BE PROVIDED ANNUALLY FOR THE STATEWIDE PARENT INVOLVEMENT SURVEY

Indicator 8: Percent of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. (20 U.S.C. 1416(a)(3)(A)).

Marketing and technical assistance requirements necessary to fulfill the project:

- Work with the NHDOE to develop a timeline of dissemination and technical assistance activities that aligns with Special Education State Performance Plan/Annual Performance Report reporting requirements.
- Disseminate, in conjunction with approximately 178 school districts, up to 35,000 surveys comprised of two forms (over a 2 year period); one survey for ages 3-5 and one for ages 6-21 (exact number to be determined by the approved child count) and include a return response system. This statewide census survey is conducted annually with 2 separate groups of districts to ensure all 35,000 parents are surveyed within the 24 month contract period. This must include postage for dissemination and return of each survey.
- Provide a multi-tiered level of technical assistance to school and district staff regarding the survey dissemination and administration based on school and district needs.
- Work with the NHDOE to develop and disseminate public awareness marketing tools and strategies for the Statewide Parent Involvement Survey and SPP Indicator 8 to increase response rate and outcomes.
- Provide access to the survey via a variety of methods including world language translators, readers, sign language, large print, and other methods as necessary to meet the communication mode of the parent.
- Develop and provide access to an online version of the two statewide parent involvement surveys and assist school districts in making this survey link easily accessible to parents of children with disabilities on their school/district website or other means of communication with parents.
- Conduct an annual evaluation of the survey administration, and based on these results, make necessary improvements to the survey process.
- Receive completed surveys from parents and enter them into a database that is compatible with NHDOE software.
- Aggregate and disaggregate data by requested demographics (e.g. by district, by school, by level, etc.) for both surveys using vendor-owned software.
- Analyze and compare statewide parent survey data over the past few years to identify best practices and needs to develop and implement improvement activities.
- Provide the NHDOE, upon request, with the back-up data from the Statewide Parent Involvement Survey data collection.
- Analyze and submit data required for reporting in the New Hampshire Department of Education, IDEA PART B Special Education State Performance Plan/Annual Performance Report 2013-2018 (Specifically FFY2015 and FFY2016).
- Provide NHDOE with district data required for reporting in the New Hampshire Department of Education, District Data Profiles.

Contractor Initials

Date


10/27/15

- Provide NHDOE with summary of Statewide Parent Involvement Survey longitudinal data, survey administration best practices, and needs to develop and implement improvement activities for better response rate and outcome results.
- Provide a multi-tiered level of technical assistance to school and district staff regarding the analysis of school/district data based on school and district need.
- As requested, provide additional data analysis to the NHDOE to triangulate with other data elements.
- Work with NHDOE, partner organizations, school districts, individuals with disabilities and their families to use longitudinal data to support the development and implementation of improved family/school partnerships through the use of research-based practice to increase results on SPP Indicator 8.
- Provide data in a variety of ways, including, but not limited to, graphs and charts. Provide data and information to the NHDOE to support the initiatives and efforts to improve results for student with disabilities.
- Provide the NHDOE with an evaluation plan regarding timelines, and outputs along with final report that includes raw data, graphs, etc.

SERVICES TO BE PROVIDED ANNUALLY FOR POST SCHOOL OUTCOMES SURVEY

Indicator 14: Percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school, and were:

- A. Enrolled in higher education within one year of leaving high school.
- B. Enrolled in higher education or competitively employed within one year of leaving high school.
- C. Enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school.
(20 U.S.C. 1416(a)(3)(B))

- Meet dissemination, marketing and technical assistance requirements necessary to fulfill the project.
- Work with the NHDOE to develop a timeline of dissemination and technical assistance activities that aligns with Special Education State Performance Plan/Annual Performance Report reporting requirements.
- Disseminate, in conjunction with approximately 178 school districts, up to 3,000 surveys annually comprised of a cover letter and survey (exact number to be determined by district exited student reports) and include a return response system. This must include postage for dissemination and return of each survey.
- Provide a multi-tiered level of technical assistance to school and district staff regarding the survey dissemination and administration based on school and district needs.
- Work with the NHDOE to develop and disseminate public awareness marketing tools and strategies for the Post School Outcomes Survey and SPP Indicator 14 to increase response rate and outcomes.
- Provide access to the survey via a variety of methods including world language translators, readers, sign language, large print, and other methods as necessary to meet the communication mode of the parent.
- Develop and provide access to an online version of the post school outcomes survey with a link provided in the cover letter sent to exited students as an option for taking the survey.
- Conduct an annual evaluation of the survey administration and, based on these results, make necessary improvements to the survey process.

Contractor Initial

Date


1/27/15

- Meet data analysis requirements necessary to fulfill the project.
- Receive completed surveys from exited students and enter into database that already contains student demographics and that is compatible with NHDOE software.
- Aggregate and disaggregate data by requested demographics (e.g. by district, by Indicator 14 categories for measurements, etc.) for the post school outcomes survey using vendor owned software.
- Calculate Indicator 14 response results (with tool such as the National Post School Outcomes Center: Indicator 14 Response Calculator) by district to provide required survey representativeness data and analysis of this data for state reporting requirements.
- Analyze and compare Post School Outcome survey data over the past few years to identify best practices and needs to develop and implement improvement activities.
- Provide the NHDOE, upon request, with the back-up data from the Post School Outcome Survey data collection.
- Analyze and submit data required for reporting in the New Hampshire Department of Education, IDEA PART B Special Education State Performance Plan/Annual Performance Report 2013-2018 (Specifically FFY2015 and FFY2016).
- Provide NHDOE with district data required for reporting in the NHDOE, District Data Profiles.
- Provide NHDOE with summary of post-school outcomes longitudinal data, survey administration best practices and needs to develop and implement improvement activities for better response rate and outcome results.
- As requested, provide additional data analysis to the NHDOE to triangulate with other data elements.
- Work with NHDOE, partner organizations, school districts, individuals with disabilities and their families to use longitudinal data to support the development and implementation of improvement activities to increase results on SPP Indicator 14.
- Provide data in a variety of ways, including, but not limited to, graphs and charts.
- Provide the NHDOE with an evaluation plan regarding timelines, and outputs along with final report that includes raw data, graphs, etc.
- Provide additional supports needed to carry out the Post School Outcomes Survey with the approval from the Bureau of Special Education regarding meeting the requirements of the State Performance Plan FFY 2013 -2018. This will be the responsibility of the contractor to fund and manage.

Contractor Initial

Date


12/26/15

Exhibit B
BUDGET

Line Items	FY16		FY17		FY18		Grand Total
	01/01/16-06/30/16		07/01/16-06/30/17		07/01/17 - 12/31/17		
	Total Hours	Total FY16	Total Hours	Total FY17	Total Hours	Total FY18	
Project Management	44	\$ 7,560.00	64	\$11,360.00	24	\$ 4,800.00	\$23,720.00
Survey Preparation	96	\$14,480.00	96	\$14,240.00	--	--	\$28,720.00
Survey Administration	104	\$15,440.00	100	\$14,680.00	12	\$ 1,880.00	\$32,000.00
Data Analysis	56	\$ 9,040.00	160	\$26,240.00	104	\$18,160.00	\$53,440.00
Reporting and Technical Support	24	\$ 4,240.00	200	\$34,640.00	152	\$27,640.00	\$66,520.00
Total Hours and Fees	324	\$50,760.00	620	\$101,160.00	292	\$52,480.00	\$204,400.00
Expenses		\$29,500.00		\$37,500.00		\$ 5,000.00	\$72,000.00
Total Hours and Cost	324	\$80,260.00	620	\$138,660.00	292	\$57,480.00	\$276,400.00

Contractor Initial 
Date 12/2/16

Limitation on Price: Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another but in no case shall the total budget exceed the price limitation of \$276,400.00.

Line items in this budget may be adjusted, one to the other, with a +/- 10% of the indicated amount, but in no case can the total budget exceed the price limitation. The total budget may not exceed \$276,400.00.

Method of Payment: Payment is to be made monthly on the basis of invoices which are supported by a summary of activities that have taken place in accordance with the terms of the contract, along with a detailed listing of expenses incurred (see following tentative payment schedule). If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. Invoices and reports shall be submitted to:

Barbara Raymond
NH Department of Education
Bureau of Special Education
101 Pleasant Street
Concord, New Hampshire 03301

Contractor Initial

Date


10/27/15

EXHIBIT C

The New Hampshire Department of Education (NHDOE), Bureau of Special Education reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for NHDOE purposes:

- (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and
- (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

Contractor Initial

Date


2/10/15

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Gibson Consulting Group Inc. a(n) Texas corporation, is authorized to transact business in New Hampshire and qualified on October 8, 2013. I further certify that all fees and annual reports required by the Secretary of State's office have been received.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 23rd day of October, A.D. 2015

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

GIBSON

CONSULTING GROUP

Certificate of Authority

I, Beth Frank, Secretary of Gibson Consulting Group, Inc. do hereby certify that:

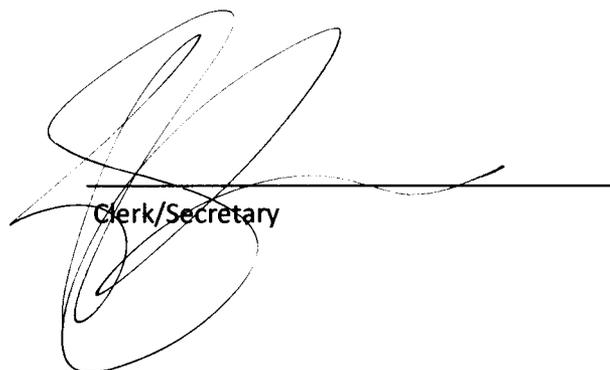
- (1) I maintain and have custody of and am familiar with the seal and minute books of the corporation;
- (2) I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate;
- (3) The following is a true and complete copy of the resolutions adopted by the board of directors of the corporation at a meeting of that board on November 19, 2014 which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:
- (4) The foregoing resolution is in full force and effect, unamended, as of the date hereof; and
- (5) The following person(s) lawfully occupy the office(s) indicated below:

Greg Gibson, Chairman

Beth Frank, Secretary

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 23rd day of October, 2015.

(Corporate Seal if any)



Clerk/Secretary

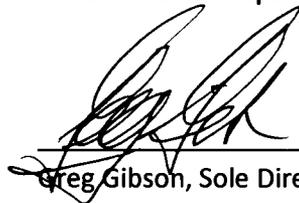
GIBSON

CONSULTING GROUP

RESOLUTION

Be it resolved that the Sole Director of Gibson Consulting Group, Inc. authorizes Greg Gibson, President or Ali Taylan, Vice President to sign all agreements required to execute a contract with the New Hampshire Department of Education.

Be it further resolved that Gibson Consulting Group, Inc. is authorized to enter into contracts with the State of New Hampshire and the New Hampshire Department of Education.



Greg Gibson, Sole Director

10/27/15

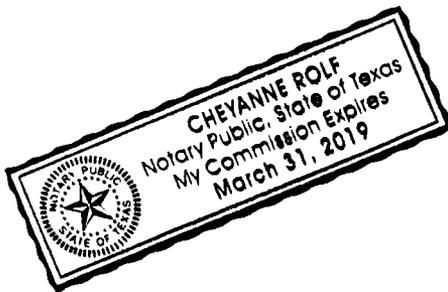
Date

STATE OF Texas

COUNTY OF Travis

On October 27, _____ 2015, before the undersigned officer personally appeared the person identified in the foregoing certificate, known to me to be the Secretary/Clerk of the association identified in the foregoing certificate, and acknowledge that she/he executed the forgoing certificate.

In witness whereof I hereunto set my hand and official seal.





Notary Public

Mission Statement

*Gibson's mission is to better the lives of students
by providing exemplary educational consulting and research services
that make educational systems more efficient and effective.*

Overview of Gibson Consulting Group, Inc.

Gibson excels at working with state education agencies and other educational organizations to collect, analyze, and report data. We have worked with over 250 school systems in 21 different states during the past 21 years. We have committed to public education by providing services exclusively in the educational market. Functional areas include survey research, program evaluation, statistical consulting, technology selection and integration, efficiency services, organizational analysis, performance-based budgeting, decision support tools, and internal audit.

Financial Statements

Gibson Consulting Group, Inc. Annual Profit and Loss Statement 2013 - 2014

	2013	2014
Revenues		
Consulting Revenue	2,379,325.33	2,931,643.75
Miscellaneous Revenue	0.00	0.00
Total Revenues	<u>2,379,325.33</u>	<u>2,931,643.75</u>
Expenses		
Cost of Sales	1,992,375.02	2,517,849.24
Operating Expenses	297,163.58	385,915.30
Bank/CC Fees	14,940.67	8,040.67
LOC Fees	3,186.81	1,632.20
Total Expenses	<u>2,307,666.08</u>	<u>2,913,437.41</u>
Net Ordinary Income	71,659.25	18,206.34
Other Income/Expense		
Other Income		
Interest Income	0.00	0.00
Gain on Disposal of Fixed Asset	0.00	0.00
Total Other Income	<u>0.00</u>	<u>0.00</u>
Other Expenses		
Interest Expense	2,095.94	3,642.62
Deferred Tax Expense	(8,052.00)	0.00
Total Other Expenses	<u>(5,956.06)</u>	<u>3,642.62</u>
Net Other Income (Expense)	<u>5,956.06</u>	<u>(3,642.62)</u>
Net Income	<u>77,615.31</u>	<u>14,563.72</u>

Gibson Consulting Group, Inc.
Annual Balance Sheet 2013 - 2014

	2013	2014
ASSETS		
Current Assets		
Checking/Savings	41,879.30	72,017.02
Accounts Receivable	414,612.51	196,064.17
Other Current Assets	190,924.86	315,969.46
Total Current Assets	<u>647,416.67</u>	<u>584,050.65</u>
Fixed Assets	46,411.05	94,887.49
TOTAL ASSETS	<u>693,827.72</u>	<u>678,938.14</u>
 LIABILITIES & EQUITY		
Liabilities	386,901.79	357,448.49
Equity	306,925.93	321,489.65
TOTAL LIABILITIES & EQUITY	<u>693,827.72</u>	<u>678,938.14</u>

Board of Directors

Gibson Consulting Group, Inc. has a sole board member, Greg Gibson. Mr. Gibson is President and a full-time employee of Gibson Consulting Group.

Personnel Information

Amie Rapaport, PhD

Project Director

Dr. Amie Rapaport earned her doctorate degree in Social Psychology from New York University with a concentration in Quantitative Psychology. She has over 10 years of research experience in education and has led Gibson's survey research group for the past 7 years. She serves as project director for several large-scale, multi-site research and evaluation projects. Dr. Rapaport's projects span various content areas, including educator professional development, STEM education, teacher appraisal systems, district and charter school partnerships, and measures of student/parent/employee satisfaction and school climate.

Currently, she is project director for a districtwide student survey on education quality and resources for Arlington Independent School District, and co-Principal Investigator on an evaluation of a Teacher Incentive Fund grant across multiple participating school districts in Texas for Region 18 Education Service Center. She directed a survey research project regarding adult education for the Texas Higher Education Coordinating Board and a community-wide survey of parent and student perspectives on school choice for Lee County Public Schools in Florida. She also conducted the NCSEAM survey administration and analysis process for Leander Independent School District in Texas.

Prior to joining Gibson, Dr. Rapaport led the Texas Education Agency's Program Evaluation Unit, supervising the development and execution of over 30 large-scale, statewide program evaluation projects, almost all of which included critical survey components. Dr. Rapaport has extensive experience guiding research, developing methodological designs and sampling frameworks, creating surveys, pinpointing and resolving methodological and statistical limitations, applying appropriate statistical methods, and interpreting and communicating results to diverse audiences.

Marshall Garland, ADB

Lead Analyst

Mr. Marshall Garland has earned all but his dissertation towards a doctorate in Political Science, Comparative Politics, and Research Methodology from Texas Tech University. He has almost 10 years of research experience, extensive training in research design and econometrics, as well as advanced training in categorical and limited dependent variable models from the University of Essex, UK. Mr. Garland serves as statistician and lead analyst on multiple projects providing guidance and execution of sophisticated data analysis techniques, including analytic work examining student growth models for the Virginia Department of Education.

Mr. Garland serves as statistician and lead analyst on multiple projects providing guidance and execution of sophisticated data analysis techniques, including analytic work examining student growth models for the Virginia Department of Education, and on a statewide evaluation of a supplemental online instructional platform in Texas. In addition, he was served as the lead quantitative researcher on several projects relying on the Virginia statewide longitudinal data system to address research questions pertaining to student transitions into college and into the workforce.

Prior to joining Gibson, Mr. Garland worked for the Texas Schools Project at the University of Texas at Dallas. As a research scientist, he assembled longitudinal databases spanning 15 years and more than 60 million records to statistically examine questions related to students' academic growth, teacher effectiveness, and the impact of professional development on student achievement, persistence, and graduation. Mr. Garland also served as a program evaluator at Austin Independent School District, where he led the High School Exit Survey project, which Austin ISD administered annually to approximately 4,000 high school seniors.

Eric Booth, ABD

Analyst

Mr. Eric Booth is a research scientist at Gibson and has earned all but his dissertation towards a doctorate in Political Science, Public Policy, and Research Methodology from Texas Tech University. He has nearly 10 years of experience in the analysis and evaluation of educational programs and policies, including an expertise in the analysis of statewide, archival educational databases. He is the author of over 20 packages for the statistical package, Stata, that focus on the analysis or management of large-scale data. He possesses graduate-level training focused on advanced statistical methodology, survey design, and educational policy analysis. He received additional statistical and econometrics training at the University of Michigan and the University of Texas.

At Gibson, Mr. Booth is currently involved in a number of evaluation projects, including an evaluation of school discipline intervention for the Council for At-Risk Youth, evaluation of the Texas statewide SUCCESS reading and math intervention program, and technical assistance for Fort Worth ISD. He is leading the advanced course-taking study in New Mexico as part of the Southwest Regional Education Laboratory.

Prior to joining Gibson, Mr. Booth held a dual appointment at Texas A&M University as Senior Research Associate at the Public Policy Research Institute (PPRI) and Lecturer in Graduate Research Methods in the Department of Health Policy and Management. He is an expert in advanced statistical methods including multilevel, longitudinal, time-series, and survival analysis. His peer reviewed publications include articles at the Journal of Applied Research on Children, Party Politics, and Health Services Research, and his education research has been featured in various media outlets including the New York Times, NPR, Washington Post, Houston Chronicle, and the Austin American-Statesman.

Cheyenne Rolf

Research Associate

Ms. Rolf has nine years of experience as a research associate at Gibson. She has contributed to a wide variety of projects (e.g., surveys, efficiency reviews, accounting systems, program evaluation, higher education studies, cost savings, and performance measures) and as such, has intimate knowledge of education institution operations. She has worked closely with senior consultants on all facets of survey research, and has played an integral role as the communication lead for survey projects involving multiple educational organizations. Ms. Rolf excels in the organizational skills necessary to coordinate a large-scale survey effort, and works closely with educators to foster a culture of cooperation. Ms. Rolf strives to minimize burden on educational staff by equipping them with high quality materials, explicit instructions, ongoing communication, and timely technical support. Ms. Rolf played an integral role in the successful survey fielding of the NHDOE parent involvement survey, the Arlington ISD exit survey, the Lee County Public Schools student and community surveys, and both Texas and Kentucky's evaluations of Supplemental Educational Services. She currently supports Gibson's survey research group on multiple ongoing projects