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Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

August 19, 2019

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Education, Bureau of Special Education to enter into a **sole source** cooperative project agreement with Keene State College, Keene, NH (vendor code 177865), in an amount not to exceed \$199,194.00 to provide services of an evaluator for the State Systemic Improvement Plan (SSIP) and the State Personnel Development Grant (SPDG), effective upon Governor and Council approval through June 30, 2021, with an option to renew for one additional year. 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled State Professional Development in Fiscal Years 2020 & 2021, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

	<u>FY2020</u>	<u>FY2021</u>
06-056-056-562010-25060000-72-509073 Grants - Federal	\$99,597.00	\$99,597.00

**EXPLANATION**

In an effort to continue evaluation services, the Department of Education is requesting this **sole source** Cooperative Program Agreement with Keene State College. Services contained within this cooperative agreement were originally conducted within a contract between the State of New Hampshire and Antioch University Center for Behavioral Health Innovation (BHI). A Request for Proposals (RFP) was advertised in the Manchester Union Leader for the period December 15th, December 16th, and December 18th, 2016 and posted on the Department of Education's website. A review committee reviewed six (6) proposals and selected Antioch University New England. That contract was originally approved by the Governor and Council on June 21, 2017 (Item #136) & amended May 1, 2019 (Item #68). Recently, BHI experienced a change of fiscal agent and is now housed within Keene State College:

The Department of Education would like Keene State College, Center for Behavioral Health Innovation to provide the services of an evaluator to support and inform the effectiveness of implementation of the State Systemic Improvement Plan (SSIP) and the State Personnel Development Grant (SPDG) and provide required reports to the Office of Special Education Programs. The Center for Behavioral Health Innovation improves practices through formative, summative, and interpretive evaluation. They work with community partners to improve behavioral health practice and outcomes for underserved populations. Children's behavioral health and

His Excellency, Governor Christopher T. Sununu  
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the integration and improvement of behavioral health within schools are among the Center's primary area of focus.

Keene State College will conduct data analysis using a variety of existing data collection methods and sources, including, but not limited to; surveys, training, coaching, and meeting logs, as well as fidelity tools to inform progress and support outcomes while building long-term sustainability. Keene State College will provide timely and accessible data and analysis that addresses implementation effectiveness and informs ongoing SSIP & SPDG development and suggest course corrections as needed.

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

Respectfully submitted,



Frank Edelblut  
Commissioner of Education

FE:PFD  
Enclosures

**COOPERATIVE PROJECT AGREEMENT**  
 between the STATE OF NEW HAMPSHIRE, **Department of Education**  
 and the University System of New Hampshire

A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Education**, (hereinafter "State"), Department of Education and the University System of New Hampshire, acting through Keene State College, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.

B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on 6/30/2021. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.

C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: iSocial Evaluator: Improving Social Emotional Outcomes Through Complementary Infrastructure and Leadership

D. The following individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

<u>State Project Administrator</u>	<u>Campus Project Administrator</u>
Name: Heather Gage	Name: Susan LaPanne
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Keene State College 29 Main Street Keene, NH 03435
Phone: 603-271-5992	Phone: 603-358-2114

E. The following individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

<u>State Project Director</u>	<u>Campus Project Director</u>
Name: Amy Aiello	Name: James Fauth
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Keene State College 29 Main Street Keene, NH 03435
Phone: 603-271-1536	Phone: 603-358-2112

F. Total State funds in the amount of \$199,194.00 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Campus Authorized Official

Date: 8/1/2019

Check if applicable

Campus will cost-share % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. H323A170029 from 10/01/2017 under CFDA# 84.323A. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

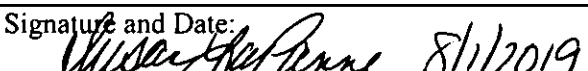
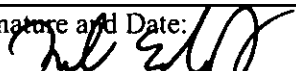
Article(s) \_\_\_\_\_ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:


H.  State has chosen **not to take** possession of equipment purchased under this Agreement.


State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the Keene State College and the State of New Hampshire, **Department of Education** have executed this Project Agreement.

<b>By An Authorized Official of:</b>	<b>By An Authorized Official of:</b>
Keene State College	<b>Department of Education</b>
Name: Susan LaPanne	Name: Frank Edelblut
Title: Vice President of Finance & Administration	Title: Commissioner of Education
Signature and Date:  8/1/2019	Signature and Date:  8.24.19

<b>By An Authorized Official of:</b>	<b>By An Authorized Official of:</b>
The New Hampshire Office of the Attorney General	The New Hampshire Governor & Executive Council
Name: Nancy Smith	Name:
Title: Senior Asst. Attorney General	Title:
Signature and Date: 	Signature and Date:

Campus Authorized Official   
Date 8/1/2019

## EXHIBIT A

**A. Project Title:** iSocial Evaluator: Improving Social Emotional Outcomes Through Complementary Infrastructure and Leadership

**B. Project Period:** Upon Governor & Council approval to June 30, 2021

**C. Objectives:** Keene State College to provide services of an evaluator for iSocial implementation and infrastructure

**D. Scope of Work:** Keene State College (KSC) (vendor code 177865) shall provide to the New Hampshire Department of Education, Bureau of Student Support with the services of an evaluator to complete a multi-year evaluation project of iSocial, including implementation through the State Systemic Improvement Plan (SSIP) & the State Personnel Development Grant (SPDG).

- Develop and maintain a current understanding of iSocial activities and infrastructure elements through monthly participation in iSocial State Leadership Team Meetings.
- Lead, in collaboration with the iSocial Evaluation Coordinator, monthly Core Evaluation Team meetings to guide evaluation activities and the ongoing implementation of the evaluation plan and to report on findings.
- Lead, in collaboration with the iSocial Evaluation Coordinator, iSocial Evaluation Team meetings at least quarterly to secure stakeholder input and feedback into evaluation activities and the ongoing implementation of the evaluation plan and to report on findings.
- Meet with the Data Systems Team monthly, as scheduled, to support the data collection requirements and to refine the ongoing data collection system including evaluation tools, timelines and reports as needed.
- Provide weekly updates to the iSocial Evaluation Coordinator regarding the progress and activities of the project.
- Participate in national meetings related to evaluation activities and federal reporting requirements, including those provided by the SigNetwork.
- Conduct qualitative and quantitative data analysis using a variety of existing data collection methods and sources, including, but not limited to; surveys, training, coaching, and meeting logs, as well as fidelity tools to inform progress and support outcomes while building long-term sustainability.
- Incorporate and/or refine evaluation tools and data to support data integrity and management as well as scaling up implementation of iSocial infrastructure.
- Provide timely and accessible data and analysis that addresses implementation effectiveness and informs ongoing development of iSocial and suggest course corrections as needed. This will take the form of meeting updates and summary data to be shared with Leadership Teams and at iSocial Learning Collaborative meetings as appropriate.
- Complete a minimum of two (2) annual federal reports and one (1) publishable annual report to share with stakeholders that describe iSocial activities, effectiveness and impact in accordance with federal reporting requirements and/or iSocial State Leadership Team guidance
- Provide timely and accessible data and analysis regarding effectiveness of system and infrastructure coordination and integration between district levels and State levels.
- Provide timely data and analysis that address the established evaluation questions and meet federal annual reporting requirements.
- In coordination with the iSocial Evaluation coordinator, provide ongoing technical assistance (TA) opportunities to the Evaluation, Data Systems and Leadership Teams as they relate to capacity and need.
- Submit monthly invoices and detailed activity reports that reflect work completed.

Campus Authorized Official

Date

  
8/31/2019

**E. Deliverables Schedule:**

Monthly attendance at iSocial State Leadership Team Meetings  
Facilitate monthly iSocial Core Evaluation Team Meetings  
Monthly attendance at Data Systems Team Meetings, as scheduled  
Facilitate quarterly iSocial Evaluation Team Meetings  
Annual participation in national meetings related to federal evaluation and reporting requirements  
Two Annual Federal Reports due in March 2020 and 2021 (anticipated) & April 2020 and 2021 (anticipated)  
One Publishable Annual report by June 2020 and June 2021

**F. Budget and Invoicing Instructions:**

Description of Services	FY'20 Upon Governor & Council Approval- June 30, 2020	FY'21 July 1, 2020- June 30, 2021	Total
Faculty Evaluation Co-PIs	\$53,000.00	\$53,000.00	\$106,000.00
Evaluators/Analyst	\$36,117.00	\$36,117.00	\$72,234.00
Evaluation Assistants Doctoral student graduate assistants	\$6,480.00	\$6,480.00	\$12,960.00
Travel / Meetings Co-PIs and evaluation staff	\$2,000.00	\$2,000.00	\$4,000.00
Technology and Supplies	\$2,000.00	\$2,000.00	\$4,000.00
Totals	\$99,597.00	\$99,597.00	\$199,194.00

Limitation on Price: The budget for these two years will not exceed \$199,194.00

Source of Funding: Funds to support this request are anticipated to be available in the account titled State Professional Development in Fiscal Years 2020 & 2021, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

Account: 06-56-56-562010-25060000-072-509073	<u>FY'20</u>	<u>FY'21</u>
Contracts for Program Services	\$99,597.00	\$99,597.00

Method of Payment:

Payment will be made upon the submittal of an invoice that is received by the 10<sup>th</sup> of the following month which is supported by a detailed summary of activities that have taken place in accordance with the terms of the contract.

Penny Duffy – Grants & Contracts Technician  
NH Department of Education  
Bureau of Student Support

Campus Authorized Official  
Date



101 Pleasant Street  
Concord, New Hampshire 03301

G. The department will exercise the option to renew for 1 additional fiscal year if services are determined to be satisfactory and funds are available with Governor and Council approval.

**Funding Source:** 100% Federal Funds

### EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here:  None.

Campus Authorized Official

Date

*[Signature]*  
8/1/2019