



Nicholas A. Toumpas
Commissioner
Maggie Bishop
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-626-2983 TDD Access: 1-800-735-2964

May 22, 2014

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

100% Federal Funds

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to amend an existing agreement with Lakes Region Community Services Council, Inc., (Vendor #177251 B002), 719 North Main Street, Laconia, NH 03246, to conduct Child Care Resource and Referral services in the Laconia catchment area by adjusting certain budget line items for State Fiscal Year 2014 and 2015 in order meet specific needs. The Governor and Executive Council approved the original agreement on May 15, 2013, (Item # 40). This is a zero cost amendment.

Funds to support this request are available in the following account in State Fiscal Year 2014 and 2015, with authority to adjust encumbrances between State Fiscal Years, through the Budget Office, if needed and justified, and amend the related terms of the contract without further approval from the Governor and Executive Council.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

Class/Object	Title	Catchment Area	Activity Code	SFY 2014	SFY 2015	Total
102-500731	Social Services Contracts	Laconia	42117709	\$81,833	\$81,833	\$163,666
			Total	\$81,833	\$81,833	\$163,666

EXPLANATION

The Lakes Region Community Services Council, Inc. has adjusted program operations in order to meet contract requirements. The change in program operations have resulted in a request from the vendor to adjust the budget line items of employee benefits and educational supplies with a commensurate adjustment in the budget line items of salaries and wages, as well as educational supplies.

The Department supports the requested adjustments. The Department is also requesting that language be added to the existing contract that would permit adjustment of amounts within the price limitation and the ability to amend the related terms of the contract without further approval from Governor and Executive Council.

There are no additional funds being requested in this amendment. Other than the adjustments outlined above, all other terms and conditions remain unchanged from the original agreement approved by the Governor and Executive Council on May 15, 2013, (Item # 40).

These Federal funds support preventive child care services and the scholarship child care payment system. A requirement of this funding is that it be used to increase the availability, accessibility, and quality of child care programs throughout the State. This is accomplished through numerous activities including the provision of child care resource and referral services for consumers and providers.

Child Care Resource and Referral services are provided statewide by Division for Children, Youth and Families catchment area. Services include high quality referrals and consumer education for parties seeking matches with child care providers, and providing current and aspiring child care providers with technical assistance in the areas of licensing, best practice, and accreditation. The services also provide the Department, local and national organizations, agencies, policy makers, public officials, businesses, and community members with accurate data and information related to Early Childcare Education issues.

This contract was awarded as the result of a competitive bid process. On September 4, 2012 and again on December 21, 2012, the Division issued a Request for Proposal for Child Care Resource and Referral programs to serve the ten (10) District Office catchment areas in the State of New Hampshire.

The Lakes Region Community Services Council was one (1) of the four (4) agencies selected in the competitive bid process.

Should the Governor and Executive Council not approve this request, the availability, accessibility, and quality of child care programs would significantly decrease in the communities served in the Laconia catchment area. Further, federal sanctions could result in the reduction in federal funds to support the Child Care Scholarship Program resulting in financial hardship for families dependent on subsidized child care and the inability of some families in the Laconia catchment area to find child care that will help them continue working.

Area Served: Laconia

Source of Funds: 100% Federal

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council

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

Respectfully submitted,



Mary Ann Cooney
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

Amendment #1 to the Lakes Region Community Services contract for Child Care Resource and Referral Services



**State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Child Care Resource and Referral Services Contract**

This 1st Amendment to the Child Care Resource and Referral Services contract (hereinafter referred to as "Amendment #1") dated this 9th day of May, 2014, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Lakes Region Community Services (hereinafter referred to as "the Contractor"), a Nonprofit Corporation with a place of business at 719 N. Main Street, Laconia, NH 03246.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 15, 2013 (Item #40), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18 this agreement may be amended only by an instrument in writing signed by the parties hereto and only after approval of such amendment by the Governor and Executive Council;

WHEREAS the State and the Contractor have agreed to amend the State Fiscal Year 2014 and 2015 budgets and Exhibit B of the contract;

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree as follows:

To amend as follows:

1. Remove Exhibit B-2, 1 CCRR, SFY 2014 Budget and replace it with Amendment #1 - Exhibit B-2, 1 CCRR-.
2. Remove Exhibit B-2, 2 CCRR, SFY 2015 Budget and replace it with Amendment #1 - Exhibit B-2, 2, CCRR.
3. Exhibit B, Method, Schedule, and Conditions Precedent to payment, to add:
 - 2.6 Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of amounts between budget line items and/or State Fiscal Years, related items, and amendment of related budget exhibits, can be made by written agreement of both parties and does not require additional approval of the Governor and Executive Council.

CS
5/21/14



Amendment #1 to the Lakes Region Community Services contract for Child Care Resource and Referral Services

This amendment shall be effective upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

Nicholas A. Toumpas

Nicholas A. Toumpas
Commissioner

5/22/14
Date

Lakes Region Community Services

Christine Santaniello

Name: Christine Santaniello
Title: Executive Director

5/21/14
Date

Acknowledgement:

State of New Hampshire, County of Belknap on May 21, 2014, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Rebecca Bryant

Name and Title of Notary or Justice of the Peace

REBECCA L. BRYANT
Justice of the Peace - New Hampshire
My Commission Expires February 12, 2019



CS
5/21/14



Amendment #1 to the Lakes Region Community Services contract for Child Care Resource and Referral Services

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

6-3-14
Date

Rosemary Pit
Name:
Title:

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

CS
5/21/14

Bidder/Program Name: Lakes Region Community Services

**Budget Request for: Child Care Resource and Referral
Budget Period: July 1, 2013 to June 30, 2014**

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$47,414	\$13,406	\$47,414	\$13,406	\$60,820	
2. Employee Benefits	\$17,148	\$4,625	\$17,148	\$4,625	\$21,773	
3. Consultants	\$5,859	\$	\$5,859	\$	\$5,859	
4. Equipment:	\$	\$	\$	\$	\$	
Rental	\$	\$	\$	\$	\$	
Repair and Maintenance	\$	\$	\$	\$	\$	
Purchase/Depreciation	\$	\$	\$	\$	\$	
5. Supplies:	\$	\$	\$	\$	\$	
Educational	\$3,075	\$	\$3,075	\$	\$3,075	
Office	\$	\$	\$	\$	\$	
6. Travel	\$500	\$	\$500	\$	\$500	
7. Occupancy	\$	\$4,590	\$	\$4,590	\$4,590	
8. Current Expenses	\$	\$	\$	\$	\$	
Telephone	\$	\$	\$	\$	\$	
Postage	\$500	\$	\$	\$500	\$500	
Subscriptions	\$	\$	\$	\$	\$	
Audit and Legal	\$	\$	\$	\$	\$	
Insurance	\$	\$	\$	\$	\$	
Board Expenses	\$	\$	\$	\$	\$	
9. Software	\$	\$	\$	\$	\$	
10. Marketing/Communications	\$500	\$	\$	\$500	\$500	
11. Staff Education and Training	\$600	\$	\$	\$600	\$600	
12. Subcontracts/Agreements	\$	\$	\$	\$	\$	
13. Other: dues	\$240	\$	\$240	\$	\$240	
14. Other: GM	\$	\$	\$7,597	\$	\$7,597	
TOTAL	\$75,836	\$22,621	\$81,833	\$24,221	\$106,054	

Indirect As A Percent of Direct

28.90%

Initials

Date

5/21/14

New Hampshire Department of Health and Human Services

Bidder/Program Name: Lakes Region Community Services

Budget Request for: Child Care Resource and Referral

Budget Period: July 1, 2014 to June 30, 2015

Line Item	Direct Increment	Indirect Fixed	Total State	Bidder Match	Total Costs	Allocation Method
1. Total Salary/Wages	\$49,722	\$13,406	\$49,722	\$13,406	\$63,128	
2. Employee Benefits	\$17,615	\$4,625	\$17,615	\$4,625	\$22,240	
3. Consultants	\$5,859	\$	\$5,859	\$	\$5,859	
4. Equipment:	\$	\$	\$	\$	\$	
Rental	\$	\$	\$	\$	\$	
Repair and Maintenance	\$	\$	\$	\$	\$	
Purchase/Depreciation	\$	\$	\$	\$	\$	
5. Supplies:	\$	\$	\$	\$	\$	
Educational	\$300	\$	\$300	\$	\$300	
Office	\$	\$	\$	\$	\$	
6. Travel	\$500	\$	\$500	\$	\$500	
7. Occupancy	\$	\$4,590	\$	\$4,590	\$4,590	
8. Current Expenses	\$	\$	\$	\$	\$	
Telephone	\$	\$	\$	\$	\$	
Postage	\$500	\$	\$	\$500	\$500	
Subscriptions	\$	\$	\$	\$	\$	
Audit and Legal	\$	\$	\$	\$	\$	
Insurance	\$	\$	\$	\$	\$	
Board Expenses	\$	\$	\$	\$	\$	
9. Software	\$	\$	\$	\$	\$	
10. Marketing/Communications	\$500	\$	\$	\$500	\$500	
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Indirect As A Percent of Direct

28.90%

Initials CS
 Date 5/21/14

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 Lakes Region Community Services Council is a New Hampshire nonprofit corporation formed July 29, 1975. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 9th day of April A.D. 2014

A handwritten signature in cursive script, appearing to read "Wm Gardner".

William M. Gardner
Secretary of State

Handwritten initials "WJ" and the date "5/21/14" in cursive script.

CERTIFICATE OF VOTE

I, **R. Stuart Wallace** _____, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of **Lakes Region Community Services Council** _____.
(Agency Name)

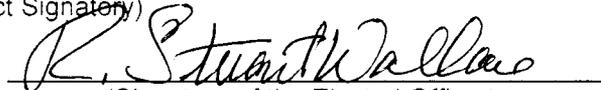
2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of
the Agency duly held on **May 21, 2014**:
(Date)

RESOLVED: That the Executive Director
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to
execute any and all documents, agreements and other instruments, and any amendments, revisions,
or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of
the **21st day of May 2014**.
(Date Contract Signed)

4. **Christine Santaniello** is the duly elected Executive Director of the Agency.
(Name of Contract Signatory) (Title of Contract Signatory)


(Signature of the Elected Officer)

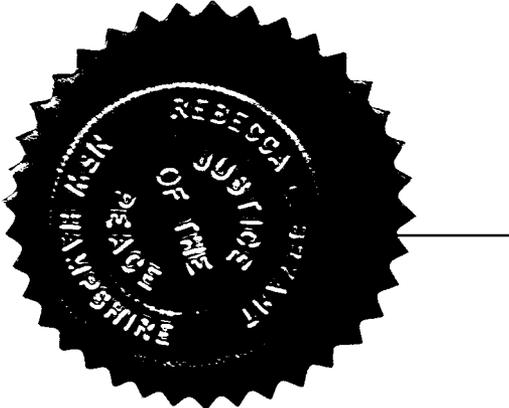
STATE OF NEW HAMPSHIRE

County of Belknap

The forgoing instrument was acknowledged before me this 21st day of May, 2014,

By **R. Stuart Wallace**.
(Name of Elected Officer of the Agency)


(Notary Public/Justice of the Peace)



REBECCA L. BRYANT
Justice of the Peace - New Hampshire
My Commission Expires February 12, 2019



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/29/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Melcher & Prescott-Laconia 426 Main Street Laconia, NH 03246 Waneta Forbes	Phone: 603-524-4535 Fax: 603-528-4442	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):																				
	INSURED LR Community Services Council Rebecca L. Bryant P O Box 509 Laconia, NH 03246		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A :</td> <td>Citizen Insurance Company</td> <td>31534</td> </tr> <tr> <td>INSURER B :</td> <td>Hanover Insurance Company</td> <td>22292</td> </tr> <tr> <td>INSURER C :</td> <td>Granite State Work Comp Manuf</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Citizen Insurance Company	31534	INSURER B :	Hanover Insurance Company	22292	INSURER C :	Granite State Work Comp Manuf		INSURER D :			INSURER E :			INSURER F :	
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COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			ZBV8974270	12/01/2013	12/01/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Emp Ben. \$ 1,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			ABV8928387	12/01/2013	12/01/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			UHV8929075	12/01/2013	12/01/2014	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC012013000021	01/01/2014	01/01/2015	<input type="checkbox"/> WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER E.L EACH ACCIDENT \$ 1,000,000 E.L DISEASE - EA EMPLOYEE \$ 1,000,000 E.L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER STATE11 State of New Hampshire DHHS, BEAS 129 Pleasant Street Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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LAKES REGION
COMMUNITY
SERVICES

Engage. Empower. Inspire.

Mission Statement

Dedicated to serving the community by promoting independence, dignity and opportunity.

Value Statements

As individuals and as a community agency, we:

- Value all people;
- Value a team approach in all we do;
- Value and respect one another;
- Value our relationships in the communities in which we live and work;
- Value our role as facilitators of relationships; and
- Value and recognize that our relationships evolve, grow, and change over time.

Financial Statements

LAKES REGION COMMUNITY SERVICES
COUNCIL, INC.

FOR THE YEARS ENDED
JUNE 30, 2013 AND 2012
AND
INDEPENDENT AUDITORS' REPORTS

*Leone,
McDonnell
& Roberts*
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

5/21/14

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

JUNE 30, 2013

TABLE OF CONTENTS

	<u>Page(s)</u>
Independent Auditors' Report	1 - 2
<u>Financial Statements:</u>	
Statements of Financial Position	3
Statement of Activities	4
Statements of Cash Flows	5
Statement of Functional Expenses	6 - 8
Notes to Financial Statements	9 - 17
<u>Supplementary Information:</u>	
Schedule of Functional Revenues	18 - 20


5/21/14

To the Board of Directors of
Lakes Region Community Services Council, Inc.
Laconia, New Hampshire

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of Lakes Region Community Services Council, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of cash flows, and notes to the financial statements for the years then ended, and the related statements of activities and functional expenses for the year ended June 30, 2013.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Lakes Region Community Services Council, Inc. as of June 30, 2013 and 2012, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2013 in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Lakes Region Community Services Council, Inc. June 30, 2012 financial statements, and our report dated January 12, 2013, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2012, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional revenues on pages 18 - 20 is presented for the purposes of additional analysis and is not a required part of the basic financial statements. Such information, is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Lane, McDonald & Roberts
Professional Association*

Wolfeboro, New Hampshire
October 4, 2013

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2013 AND 2012**

	<u>2013</u>	<u>2012</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash and equivalents:		
Cash in bank	\$ 1,593,477	\$ 41,768
Certificates of deposits	-	207,678
Federated managed funds	-	5,520
Accounts receivable:		
Medicaid	1,021,895	1,346,705
Other, net of allowance for doubtful accounts of \$50,000 at June 30, 2013 and 2012	1,015,880	1,206,517
Prepaid expenses	<u>156,546</u>	<u>235,896</u>
Total current assets	<u>3,787,798</u>	<u>3,044,084</u>
PROPERTY AND EQUIPMENT, NET	<u>4,095,915</u>	<u>4,225,517</u>
OTHER ASSETS		
Deposits	<u>57,554</u>	<u>53,354</u>
Total assets	<u>\$ 7,941,267</u>	<u>\$ 7,322,955</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Current portion of long term debt	\$ 46,701	\$ 45,853
Accounts payable	821,245	527,345
Accrued salaries, wages, and related expenses	315,000	277,235
Accrued earned time	306,172	299,388
Refundable advances	76,651	82,679
Other accrued expenses	<u>106,229</u>	<u>78,140</u>
Total current liabilities	<u>1,671,998</u>	<u>1,310,640</u>
LONG TERM LIABILITIES		
Due to affiliates, net	208,775	239,609
Long term debt, less current portion shown above	<u>399,981</u>	<u>442,826</u>
Total long term liabilities	<u>608,756</u>	<u>682,435</u>
Total liabilities	<u>2,280,754</u>	<u>1,993,075</u>
NET ASSETS		
Unrestricted	4,057,757	3,672,780
Temporarily restricted	<u>1,602,756</u>	<u>1,657,100</u>
Total net assets	<u>5,660,513</u>	<u>5,329,880</u>
Total liabilities and net assets	<u>\$ 7,941,267</u>	<u>\$ 7,322,955</u>

See Notes to Financial Statements

CS
5/21/14

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2013</u>	<u>2012</u>
CHANGES IN NET ASSETS				
Revenues				
Program fees	\$ 1,232,393	\$ -	\$ 1,232,393	\$ 1,179,361
Medicaid	18,138,379	-	18,138,379	17,739,766
Client resources	88,339	-	88,339	72,667
Other third party payers	37,329	-	37,329	34,761
Public support	1,128,942	-	1,128,942	1,930,387
Private foundations	1,500	-	1,500	25,257
Production/service income	271,954	-	271,954	253,611
Investment	876	-	876	6,162
In-kind donations	-	-	-	65,000
State of New Hampshire - DDS	1,053,930	-	1,053,930	1,078,033
Management fees	19,882	-	19,882	20,568
Other	506,544	-	506,544	971,691
Total revenues	<u>22,480,068</u>		<u>22,480,068</u>	<u>23,377,264</u>
Expenses				
Program services				
Service coordination	960,434	-	960,434	966,460
Day programs	4,418,262	-	4,418,262	4,080,565
Early intervention	591,288	-	591,288	614,288
Enhanced family care	3,427,653	-	3,427,653	3,270,253
Community options	219,841	-	219,841	227,190
Community residences	5,977,215	-	5,977,215	6,105,485
Transportation	116,570	-	116,570	143,420
Family support	2,878,654	-	2,878,654	2,750,035
Other DDS	11,674	-	11,674	14,482
Other programs	1,108,694	-	1,108,694	478,570
Supporting activities				
General management	2,382,230	54,344	2,436,574	2,160,383
Fundraising	2,576	-	2,576	10,197
Total expenses	<u>22,095,091</u>	<u>54,344</u>	<u>22,149,435</u>	<u>20,821,328</u>
INCREASE (DECREASE) IN NET ASSETS	384,977	(54,344)	330,633	2,555,936
NET ASSETS, BEGINNING OF YEAR	<u>3,672,780</u>	<u>1,657,100</u>	<u>5,329,880</u>	<u>2,773,944</u>
NET ASSETS, END OF YEAR	<u>\$ 4,057,757</u>	<u>\$ 1,602,756</u>	<u>\$ 5,660,513</u>	<u>\$ 5,329,880</u>

See Notes to Financial Statements

CS
5/21/14

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2013 AND 2012**

	2013	2012
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 330,633	\$ 2,555,936
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	203,474	68,083
(Increase) decrease in assets:		
Accounts receivable	515,447	(1,507,056)
Prepaid expenses	79,350	343,620
Deposits	(4,200)	-
Increase (decrease) in liabilities:		
Accounts payable	293,900	(65,500)
Accrued salaries, wages, and related expenses	37,765	89,147
Accrued earned time	6,784	(65,712)
Refundable advances	(6,028)	52,417
Other accrued expenses	28,089	32,805
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>1,485,214</u>	<u>1,503,740</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to property and equipment	<u>(73,872)</u>	<u>(4,094,660)</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>(73,872)</u>	<u>(4,094,660)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from long term borrowings	-	500,000
Repayment of long term debt	(41,997)	(11,321)
(Decrease) increase in due to affiliates	<u>(30,834)</u>	<u>141,674</u>
NET CASH (USED IN) PROVIDED BY FINANCING ACTIVITIES	<u>(72,831)</u>	<u>630,353</u>
NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS	1,338,511	(1,960,567)
CASH AND EQUIVALENTS, BEGINNING OF YEAR	<u>254,966</u>	<u>2,215,533</u>
CASH AND EQUIVALENTS, END OF YEAR	<u>\$ 1,593,477</u>	<u>\$ 254,966</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for interest	<u>\$ 11,312</u>	<u>\$ 2,481</u>

See Notes to Financial Statements


5/21/14

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2013
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Service Coordination</u>	<u>Day Programs</u>	<u>Early Intervention</u>	<u>Enhanced Family Care</u>	<u>Community Options</u>
PERSONNEL COSTS					
Salaries and wages	\$ 601,842	\$ 2,510,535	\$ 402,752	\$ 140,590	\$ 146,816
Employee benefits	203,283	832,607	127,642	47,567	48,028
Payroll taxes	43,028	202,802	27,946	9,832	9,603
PROFESSIONAL FEES AND CONSULTATIONS					
Clerical contracted staff	-	(6,622)	-	-	-
Client treatment & therapies	47,876	(207)	100	3,124,308	-
Accounting/auditing	-	-	-	-	-
Legal	2,712	-	-	-	-
Subcontract services	-	97,020	25	57,377	-
Other professional fees	13,558	11,849	-	10	-
STAFF DEVELOPMENT AND TRAINING					
Journals and publications	-	36	214	-	-
Conference/conventions	-	250	320	-	-
Other staff development	-	10,304	5,881	25	-
OCCUPANCY COSTS					
Rent	9,750	58,955	1,143	-	-
Mortgage payments	-	-	-	-	-
Utilities	1,482	15,238	-	-	-
Repairs and maintenance	783	2,824	-	47	-
Other occupancy costs	163	140	-	-	-
CONSUMABLE SUPPLIES					
Office supplies and equipment under \$1,000	1,229	1,540	1,136	218	-
Building/household	227	1,231	-	-	-
Client	4,123	7,112	-	22,316	-
Medical supplies	484	73	-	359	-
ASSISTANCE TO INDIVIDUALS	4,058	-	-	-	-
PRODUCT SALES	-	18,958	-	-	-
EQUIPMENT RENTAL	250	250	-	-	-
EQUIPMENT MAINTENANCE	449	1,760	-	1,300	-
DEPRECIATION	-	2,055	187	-	-
ADVERTISING	105	1,583	-	28	-
PRINTING	-	77	1,162	1,379	-
TELEPHONE	776	6,310	117	-	-
POSTAGE	114	183	-	-	-
TRANSPORTATION	21,472	392,452	20,673	21,498	15,394
INSURANCE	-	-	-	-	-
MEMBERSHIP DUES	125	132	-	-	-
IN-KIND DONATIONS	-	-	-	-	-
CLIENT PAYMENTS	607	169,689	1,030	174	-
BAD DEBTS	-	-	-	-	-
INTEREST	-	-	-	-	-
OTHER	1,938	79,126	960	625	-
TOTAL FUNCTIONAL EXPENSES	<u>\$ 960,434</u>	<u>\$ 4,418,262</u>	<u>\$ 591,288</u>	<u>\$ 3,427,653</u>	<u>\$ 219,841</u>

See Notes to Financial Statements

CP
5/21/14

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2013
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Community Residences</u>	<u>Transportation</u>	<u>Family Support</u>	<u>Other DDS</u>	<u>General Management</u>
PERSONNEL COSTS					
Salaries and wages	\$ 2,988,124	\$ 19,185	\$ 1,145,483	\$ -	\$ 923,942
Employee benefits	967,421	6,464	382,053	-	307,448
Payroll taxes	217,172	1,402	82,238	-	76,657
PROFESSIONAL FEES AND CONSULTATIONS					
Clerical contracted staff	-	-	-	-	8,976
Client treatment & therapies	177,927	-	894,322	-	-
Accounting/auditing	-	-	-	-	84,991
Legal	1,745	-	-	-	32,492
Subcontract services	999,284	-	97,617	-	6,000
Other professional fees	14,735	683	7,199	5,543	157,612
STAFF DEVELOPMENT AND TRAINING					
Journals and publications	276	-	-	-	823
Conference/conventions	100	-	4,560	-	12,057
Other staff development	14,768	-	1,446	-	4,927
OCCUPANCY COSTS					
Rent	156,955	-	10,875	-	-
Mortgage payments	8,198	-	-	-	-
Utilities	90,939	-	1,272	-	66,084
Repairs and maintenance	25,520	-	616	-	109,896
Other occupancy costs	2,002	-	163	-	6,752
CONSUMABLE SUPPLIES					
Office supplies and equipment under \$1,000	3,794	-	1,517	-	45,644
Building/household	20,440	-	296	-	2,697
Client	120,553	-	3,432	-	17,095
Medical supplies	2,160	-	7,451	-	56
ASSISTANCE TO INDIVIDUALS	-	-	48,617	-	-
PRODUCT SALES	-	-	-	-	859
EQUIPMENT RENTAL	-	-	1,028	-	37,398
EQUIPMENT MAINTENANCE	8,066	-	4,332	-	51,259
DEPRECIATION	26,922	-	-	-	174,310
ADVERTISING	-	-	4,568	-	12,067
PRINTING	-	-	7,338	-	7,346
TELEPHONE	6,145	-	564	-	70,407
POSTAGE	-	-	257	-	20,437
TRANSPORTATION	115,179	81,057	123,018	5,300	6,114
INSURANCE	20	7,779	-	-	66,863
MEMBERSHIP DUES	-	-	47,518	-	41,275
IN-KIND DONATIONS	-	-	-	-	-
CLIENT PAYMENTS	8,024	-	410	-	15,885
BAD DEBTS	-	-	-	-	-
INTEREST	-	-	-	-	8,610
OTHER	746	-	464	831	59,595
TOTAL FUNCTIONAL EXPENSES	<u>\$ 5,977,215</u>	<u>\$ 116,570</u>	<u>\$ 2,878,654</u>	<u>\$ 11,674</u>	<u>\$ 2,436,574</u>

See Notes to Financial Statements

CS
5/21/14

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2013
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Fundraising</u>	<u>Total DDS Funded</u>	<u>Total Non-DDS Funded</u>	<u>2013 Totals</u>	<u>2012 Totals</u>
PERSONNEL COSTS					
Salaries and wages	\$ -	\$ 8,879,269	\$ 721,065	\$ 9,600,334	\$ 8,930,435
Employee benefits	-	2,922,513	238,248	3,160,761	3,052,584
Payroll taxes	-	670,680	55,693	726,373	689,532
PROFESSIONAL FEES AND CONSULTATIONS					
Clerical contracted staff	-	2,354	-	2,354	-
Client treatment & therapies	-	4,244,326	-	4,244,326	4,067,948
Accounting/auditing	-	84,991	-	84,991	114,375
Legal	-	36,949	-	36,949	30,341
Subcontract services	-	1,257,323	16,010	1,273,333	1,204,124
Other professional fees	1,057	212,246	7,803	220,049	105,434
STAFF DEVELOPMENT AND TRAINING					
Journals and publications	-	1,349	449	1,798	1,396
Conference/conventions	(150)	17,137	2,149	19,286	18,139
Other staff development	-	37,351	3,023	40,374	48,723
OCCUPANCY COSTS					
Rent	-	237,678	557	238,235	299,710
Mortgage payments	-	8,198	-	8,198	9,989
Utilities	-	175,015	-	175,015	153,513
Repairs and maintenance	-	139,686	746	140,432	58,843
Other occupancy costs	-	9,220	-	9,220	28,969
CONSUMABLE SUPPLIES					
Office supplies and equipment under \$1,000	-	55,078	12,334	67,412	61,734
Building/household	-	24,891	-	24,891	23,506
Client	-	174,631	6,942	181,573	193,201
Medical supplies	-	10,583	-	10,583	8,097
ASSISTANCE TO INDIVIDUALS	-	52,675	10,573	63,248	36,286
PRODUCT SALES	-	19,817	-	19,817	23,349
EQUIPMENT RENTAL	-	38,926	-	38,926	23,182
EQUIPMENT MAINTENANCE	-	67,166	-	67,166	90,706
DEPRECIATION	-	203,474	-	203,474	68,083
ADVERTISING	-	18,351	3,204	21,555	21,183
PRINTING	86	17,388	1,436	18,824	16,238
TELEPHONE	-	84,319	145	84,464	51,980
POSTAGE	36	21,027	62	21,089	18,037
TRANSPORTATION	-	802,157	27,549	829,706	848,704
INSURANCE	-	74,662	-	74,662	74,509
MEMBERSHIP DUES	-	89,050	420	89,470	96,100
IN-KIND DONATIONS	-	-	-	-	65,000
CLIENT PAYMENTS	-	195,819	-	195,819	171,138
BAD DEBTS	-	-	-	-	-
INTEREST	-	8,610	-	8,610	2,481
OTHER	1,547	145,832	286	146,118	113,759
TOTAL FUNCTIONAL EXPENSES	<u>\$ 2,576</u>	<u>\$ 21,040,741</u>	<u>\$ 1,108,694</u>	<u>\$ 22,149,435</u>	<u>\$ 20,821,328</u>

See Notes to Financial Statements

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5/21/14

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2013 AND 2012**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Lakes Region Community Services Council, Inc. (the Council) is a New Hampshire nonprofit corporation organized exclusively for charitable purposes to ensure there is a coordinated and efficient program of human services dealing effectively with the problems and needs of the developmentally impaired of Belknap County, lower Grafton County and the surrounding communities.

Basis of Accounting

The financial statements of Lakes Region Community Services Council, Inc. have been prepared on the accrual basis of accounting.

Basis of Presentation

The Council is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The classes of net assets are determined by the presence or absence of donor restrictions.

Unrestricted: Net assets that are not subject to donor-imposed stipulations. Unrestricted net assets may be designated for specific purposes by action of the Board of Directors.

Temporarily Restricted: Net assets whose use is limited by donor-imposed stipulations that will either expire with the passage of time or be fulfilled or removed by actions of the Council.

Permanently Restricted: Reflects the historical cost of gifts (and in certain circumstances, the earnings from those gifts), subject to donor – imposed stipulations, which require the corpus to be invested in perpetuity to produce income for general or specific purposes.

As of June 30, 2013 and 2012, the Council had unrestricted and temporarily restricted net assets.

Contributions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as temporarily restricted or permanently restricted support, depending on the nature of the restrictions. However, if a restriction is fulfilled in the same period in which the contribution is received, the Council reports the support as unrestricted.

Property and Depreciation

Property and equipment are recorded at cost or, if contributed, at estimated fair value at the date of contribution. Material assets with a useful life in excess of one year are capitalized. Depreciation is provided for using the straight-line method in amounts designed to amortize the cost of the assets over their estimated useful lives as follows:

Buildings and improvements	5 - 40 Years
Furniture, fixtures and equipment	3 - 10 Years

Costs for repairs and maintenance are expensed when incurred and betterments are capitalized. Assets sold or otherwise disposed of are removed from the accounts, along with the related accumulated depreciation, and any gain or loss is recognized.

Fair Value of Financial Instruments

The Council's financial instruments consist of cash, short-term receivables and payables, short-term notes payable and customer deposits. The carrying value for all such instruments, considering the terms, approximates fair value at June 30, 2013 and 2012.

Refundable Advances

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services or expenditures are incurred.

Summarized Financial Information

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Council's financial statements for the year ended June 30, 2012, from which the summarized information was derived.

Accrued Earned Time

The Council has accrued a liability for future compensated leave time that its employees have earned and which is vested with the employee.

Income Taxes

The Council is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined the Council to be other than a private foundation.

Management has evaluated the Council's tax positions and concluded that the Council has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Council is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2009.

Cash Equivalents

The Council considers all highly liquid financial instruments with original maturities of three months or less to be cash equivalents.

In-kind Donations

Donated facilities are reflected as revenue and expense in the accompanying financial statements. The donated facilities represent the estimated fair value of rent expense the Council would incur under a normal lease agreement. The Council occupied office facilities owned by the State of New Hampshire. The Council has estimated the fair value of the annual rental to be \$65,000 for the year ended June 30, 2012. Subsequent to June 30, 2012, the Council completed its move to a new office facility and therefore will no longer recognize rental income as an in-kind donation.

Advertising

The Council expenses advertising costs as incurred.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the program services and supporting activities benefited.

Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events

Subsequent events have been evaluated through October 4, 2013, the date the financial statements were available to be issued.

2. PROPERTY AND EQUIPMENT

As of June 30, 2013 and 2012, property and equipment consisted of the following:

	<u>2013</u>	<u>2012</u>
Buildings and improvements	\$ 3,811,811	\$ 3,811,811
Leasehold improvements	305,728	450,907
Furniture, fixtures and equipment	501,282	581,987
Land	<u>152,200</u>	<u>152,200</u>
Total	4,771,021	4,996,905
Less accumulated depreciation	<u>(675,106)</u>	<u>(771,388)</u>
	<u>\$ 4,095,915</u>	<u>\$ 4,225,517</u>

Depreciation expense for the years ended June 30, 2013 and 2012 amounted to \$203,474 and \$68,083, respectively.

During the year ended June 30, 2012 the Council received donated property in the form of an office building, with a fair value of \$1,657,100, at the time of donation. Subsequent to receipt of the property it was necessary for the Council to make significant improvements in order for the facility to be suitable for the Council's needs and to be brought up to current building code requirements. Total improvements for the year ended June 30, 2012 related to the new office building totaled \$2,154,711. A portion of these improvements were financed with new debt issued during the year ended June 30, 2012 (see Note 4).

3. DEMAND NOTE PAYABLE

The Council maintains a revolving line of credit with a bank. The revolving line of credit provided for maximum borrowings up to \$1,500,000 and was renewable annually. Effective April 1, 2013 through October 1, 2013, the Council obtained a temporary increase in the revolving line of credit which provided for maximum borrowings up to \$3,000,000. Any borrowings of principal and accrued interest in excess of \$1,500,000 at October 1, 2013 were required to be paid in full. At October 1, 2013 there was no outstanding principal and accrued interest on the revolving line of credit. During September 2013, the Board of Directors voted and approved to extend the temporary increase providing for maximum borrowing of up to \$3,000,000. However, there will be a brief lapse in excess coverage while the extension is processed by the bank. The revolving line of credit has a scheduled maturity date of December 31, 2013, and is collateralized by all of the business assets of the Council and guaranteed by related nonprofit organizations (see Note 9). At June 30, 2013 and 2012 the interest was stated at the bank's prime rate of 3.25%. There was no amount outstanding on this line of credit at June 30, 2013 and 2012.

4. LONG TERM DEBT

During April, 2012, the Council entered into a note payable agreement with the Community Development Finance Authority. The principal amount of the note is \$500,000 and the interest rate is stated at 2.00%. Principal and interest payments of \$4,601 are payable in equal monthly installments for a period of ten years. The loan is collateralized by various property of a related party (see Note 9). At June 30, 2013 and 2012 \$446,682 and \$488,679, respectively, was outstanding under the note payable.

The schedule of maturities of long term debt at June 30, 2013 is as follows:

<u>Year Ending</u> <u>June 30</u>	<u>Amount</u>
2014	\$ 46,701
2015	47,643
2016	48,605
2017	49,586
2018	50,587
Thereafter	<u>203,560</u>
Total	<u>\$ 446,682</u>

QJ
5/21/14

5. RESTRICTIONS ON NET ASSETS

During the year ended June 30, 2012 the Council received donated surplus property in the form of a building. The temporarily restricted net assets at June 30, 2013 and 2012 consist of the net value of the building. The use of this building is restricted by deed for thirty years from the date of donation. As depreciation expense reduces the net book value of the building, temporarily restricted net assets are adjusted accordingly.

6. RETIREMENT PLAN

The Council maintains a retirement plan for all eligible employees. During the years ended June 30, 2013 and 2012 the Council made matching contributions of 100% of a participant's salary reduction that was not in excess of 1.5% of the participant's compensation. The employees can make voluntary contributions to the plan of up to approximately 15% of gross wages. All employees who work one thousand hours per year are eligible to participate after one year of employment and attaining the age of twenty one. The Council's contribution to the retirement plan for the years ended June 30, 2013 and 2012 was \$61,709 and \$46,308, respectively.

7. CONCENTRATION OF RISK

For the years ended June 30, 2013 and 2012 approximately 81% and 76% of the total revenue was derived from Medicaid. The future existence of the Council is dependent upon continued support from Medicaid.

In order for the Council to receive Medicaid funding, they must be formally approved by the State of New Hampshire, Division of Mental Health and Developmental Services as the provider of services for developmentally disabled individuals for that region. The Council was scheduled for re-designation during September 2011, however, the Council has received two separate one year extensions from the State of New Hampshire.

Medicaid receivables comprise approximately 56% and 53% of the total accounts receivable balances at June 30, 2013 and 2012, respectively. The Council has no policy for charging interest on overdue accounts nor are its accounts receivable pledged as collateral, except as discussed in Note 3.

8. LEASE COMMITMENTS

The Council has entered into various operating lease agreements to rent certain facilities and office equipment for their community residences and other programs. The terms of these leases range from one to ten years. The Council also leases various apartments on behalf of clients on a month-to-month basis. Rent expense under these agreements aggregated \$277,161 and \$322,892 for the years ended June 30, 2013 and 2012, respectively.

The future minimum lease payments on the above leases are as follows:

<u>Year Ending June 30</u>	<u>Amount</u>
2014	\$ 127,514
2015	101,832
2016	47,412
2017	44,821
2018	<u>12,240</u>
Total	<u>\$ 333,819</u>

Refer to Note 9 for information regarding a lease agreement with a related party.

9. RELATED PARTY TRANSACTIONS

Lakes Region Community Services Council, Inc. is related to the following nonprofit corporations as a result of common board membership:

<u>Related Party</u>	<u>Function</u>
Genera Corporation	Manages and leases property
Greater Laconia Transit Agency	Provided transportation services

Lakes Region Community Services Council, Inc. has contracts and transactions with the above related parties during its normal course of operations. The significant related party transactions are as follows:

<u>Corporation Received From:</u>	<u>Amount</u>		<u>Purpose</u>
	<u>2013</u>	<u>2012</u>	
Genera Corporation	\$ 14,400	\$ 14,400	Management, Accounting and Financial Services
Genera Corporation	14,988	14,988	Insurance Reimbursement
<u>Paid To:</u>	<u>2013</u>	<u>2012</u>	
Genera Corporation	\$ 110,000	\$ 112,200	Rental of Homes
Greater Laconia Transit Agency	-	58,278	Prepaid Expenses Related to Affiliated Organization (See Below)

CS
5/21/14

<u>Due (To)/From:</u>	<u>2013</u>	<u>2012</u>
Genera Corporation	\$(212,497)	\$(248,466)
Greater Laconia Transit Agency	<u>3,722</u>	<u>8,857</u>
	<u>\$(208,775)</u>	<u>\$(239,609)</u>

There are no specified terms of payment and no interest stated on the related party due (to) from accounts.

Demand Note Payable

The Council's demand notes payable are guaranteed by Genera Corporation (see Note 3).

Long Term Debt

During the year ended June 30, 2012 Lakes Region Community Services Council, Inc., obtained financing from the Community Development Finance Authority (CDFA) related to improvements necessary to the renovation of their new facility. The note to the CDFFA is collateralized by certain real property of Genera Corporation (see Note 4).

Rent

The Council has a perpetual lease agreement with Genera Corporation which calls for annual rent payments. The future minimum lease payments under the lease are \$110,000 annually.

Insurance Reimbursement

Lakes Region Community Services Council, Inc. carries a joint liability policy with the related parties above. Lakes Region Community Services Council, Inc. pays for the coverage in full and then is reimbursed by the affiliates based on contracts between the agencies.

Prepaid Expenses Related to Affiliated Organization

The Council has recorded prepaid expenses related to advances paid to Greater Laconia Transit Agency for the purchase of vehicles to be used solely for the transportation services for the Council's consumers. There were no advances for the year ended June 30, 2013. Total advances for the year ended June 30, 2012 were \$58,278.

The Council is expensing these advances over the useful lives of the vehicles (3 - 7 years). Accordingly, Greater Laconia Transit Agency has recorded the advances as deferred revenue and is recognizing income consistently over the useful lives of the vehicles. The total amount of the advances expensed by the Council and included as revenue by Greater Laconia Transit Agency was \$84,698 and \$88,897 for the years ended June 30, 2013 and 2012, respectively.

10. MEDICAID CONTINGENCY PAYMENTS

During the year ended June 30, 2013 the State of New Hampshire implemented a change in the entity that processes Medicaid payments for the State, including such payments for mental health and developmental services providers (the area agencies). As this transition took place, it became apparent to the State of New Hampshire that the new service provider was initially unable to consistently reimburse the area agencies, including the Council, due to various issues. In order to aid the cash flows for the area agencies, the State of New

Hampshire began disbursing cash in advance of service billings. After the initial disbursements to the area agencies the State of New Hampshire began reducing payments for billed services to the area agencies by a portion of the advance payments. However, shortly thereafter, the State of New Hampshire stopped its policy of reducing payments for billed services and stopped their recoupment of advance payments. There have been no recoupments subsequent to the date of the statement of activities and prior to the date of the report. The Council's Medicaid accounts receivable accrual for services billed but pending in the system increased proportional to the net contingency payments received by the Council. As a result, the Council has shown accounts receivable net of the net contingency payments made for the year ended June 30, 2013 of \$1,182,060.

11. CONTINGENCIES

Grant Compliance

The Council receives funds under various state grants and from Federal sources. Under the terms of these agreements, the Council is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Council may be required to repay the funds.

No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed by government audits as of June 30, 2013.

12. CLIENT FUNDS

The Council administers funds for certain consumers. No asset or liability has been recorded for this amount. As of June 30, 2013 and 2012, client funds held by the Council aggregated \$212,232 and \$222,872, respectively.

13. CONCENTRATION OF CREDIT RISK

The Council maintains cash balances that, at times may exceed federally insured limits. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 at June 30, 2013. At June 30, 2012 non-interest bearing accounts were fully insured and interest bearing accounts were insured up to \$250,000. In addition to FDIC coverage, certain deposits of the Council are insured or collateralized through other means. The Council has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2013 cash balances in excess of FDIC coverage aggregated \$6,253. At June 30, 2012 cash balances were not in excess of FDIC coverage.

14. FINANCIAL INSTRUMENTS WITH OFF STATEMENT OF FINANCIAL POSITION RISK

The Council is a party to financial instruments with off Statement of Financial Position risk in the normal course of business. A portion of the Council's overnight deposit bank balances are swept into an uninsured repurchase agreement. Repurchase agreement balances were \$1,605,163 and \$591,282, as of June 30, 2013 and 2012, respectively. Management, however, does not feel exposed to significant credit risk due to the collateralized nature of these investments.

15. RECLASSIFICATION

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

SUPPLEMENTARY INFORMATION

(see Independent Auditors' Report)

CS
5/21/14

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2013
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Service Coordination</u>	<u>Day Programs</u>	<u>Early Intervention</u>	<u>Enhanced Family Care</u>	<u>Community Options</u>
Program fees	\$ -	\$ 4,875	\$ 19,626	\$ 820,161	\$ -
Medicaid	580,341	3,276,513	552,846	4,261,674	181,463
Client resources	(1,883)	7,000	-	42,875	7,387
Other third party payers	-	37,329	-	-	-
Public support	-	300	-	-	-
Private foundations	-	-	-	-	-
Production/service income	1,489	265,997	-	-	-
Investment	-	-	-	-	-
In-kind donations	-	-	-	-	-
State of New Hampshire - DDS	-	-	-	-	-
Management fees	-	-	-	-	-
Other	<u>9,346</u>	<u>10,000</u>	<u>111</u>	<u>-</u>	<u>-</u>
TOTAL FUNCTIONAL REVENUES	<u>\$ 589,293</u>	<u>\$ 3,602,014</u>	<u>\$ 572,583</u>	<u>\$ 5,124,710</u>	<u>\$ 188,850</u>

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5/21/14

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2013
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Community Residences</u>	<u>Family Support</u>	<u>Other DDS</u>	<u>General Management</u>	<u>Fundraising</u>
Program fees	\$ 286,301	\$ -	\$ 18,803	\$ 20,850	\$ -
Medicaid	5,506,123	3,510,841	-	250,278	-
Client resources	29,542	3,418	-	-	-
Other third party payers	-	-	-	-	-
Public support	-	-	-	753,898	15,010
Private foundations	-	-	-	-	-
Production/service income	-	-	-	-	-
Investment	-	-	-	876	-
In-kind donations	-	-	-	-	-
State of New Hampshire - DDS	-	-	-	1,053,930	-
Management fees	-	-	-	14,400	-
Other	201	7,051	-	79,419	(12,341)
TOTAL FUNCTIONAL REVENUES	<u>\$ 5,822,167</u>	<u>\$ 3,521,310</u>	<u>\$ 18,803</u>	<u>\$ 2,173,651</u>	<u>\$ 2,669</u>

CS
5/21/14

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

**SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2013
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Total DDS Funded</u>	<u>Total Non-DDS Funded</u>	<u>2013 Totals</u>	<u>2012 Totals</u>
Program fees	\$ 1,170,616	\$ 61,777	\$ 1,232,393	\$ 1,179,361
Medicaid	18,120,079	18,300	18,138,379	17,739,766
Client resources	88,339	-	88,339	72,667
Other third party payers	37,329	-	37,329	34,761
Public support	769,208	359,734	1,128,942	1,930,387
Private foundations	-	1,500	1,500	25,257
Production/service income	267,486	4,468	271,954	253,611
Investment	876	-	876	6,162
In-kind donations	-	-	-	65,000
State of New Hampshire - DDS	1,053,930	-	1,053,930	1,078,033
Management fees	14,400	5,482	19,882	20,568
Other	<u>93,787</u>	<u>412,757</u>	<u>506,544</u>	<u>971,691</u>
TOTAL FUNCTIONAL REVENUES	<u>\$ 21,616,050</u>	<u>\$ 864,018</u>	<u>\$ 22,480,068</u>	<u>\$ 23,377,264</u>

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5/21/14

Lakes Region Community Services
Board of Directors 2013 - 2014

√*Gary Lemay, President

[Redacted]

*Cynthia Mathews

[Redacted]

√*Susan Gunther, Vice President

[Redacted]

*Virginia Donaldson

[Redacted]

√*R. Stuart Wallace, Treasurer

[Redacted]

Patricia Field

[Redacted]

√*Randy Perkins, Secretary

[Redacted]

Dona Murray

[Redacted]

√ Margaret Plumer

[Redacted]

Ellen Young

[Redacted]

√ Margaret Selig

[Redacted]

Laura Main

[Redacted]

√*Carrie Chase

[Redacted]

√ Denotes Executive Board Member
* Denotes a Board Member Consumer
(7/19/13)

CS
5/21/14

**PROFESSIONAL
EXPERIENCE:**

Executive Director

Lakes Region Community Services Council
May 1, 2006 to present

Chief Operating Officer of Community Based Not-for- Profit Corporation. Responsible for overall administration of agency whose responsibility is to provide for the health and well-being of the individuals and families served. Provide leadership, fiscal management, and sound decision making to ensure that all of the duties and responsibilities of the organization are carried out in accordance with state law, regulation, and rules. Report to and work closely with the Board of Directors.

Assistant Executive Director

Lakes Region Community Services Council
May 2004 to April 30, 2006

Additional responsibilities to those of Director of Family Support, including responsibility for the Shared Family Living and Specialized Supports Departments. Responsible for the Consumer Operations aspect of the organization. Work closely with the Executive Director and Director of Finance for management of the overall organization. Review of agency programs, formal and informal is a central focus of this position. Development of new LRCSC programs and supports are inherent with this role. Liaison with Board of Directors, Department of Health and Human Services, and community.

Director of Family Support

Lakes Region Community Services Council
January 2001 to May 2004

Responsible for the programmatic and fiscal management of programs supporting families. Supervision of professional staff and responsible for the Early Intervention, Step Ahead, and Family Support Programs. Work with the Family Support Advisory Council, responsible for community collaboration, grant writing, and other management functions.

Project Director

Community Support Network, Inc.
November 1999 to January 2001

Responsible for administration and implementation of Federal Grant received by the State of New Hampshire to develop supports to aging parents caring for adult children with disabilities living at home.

Director of Resource Coordination

Greater Laconia Community Services Inc., Laconia, NH
July 1997 to November 1999

Responsible for management of Case Management and Family Support Services Departments of affiliate agency of Lakes Region Community Services Council. Provide support to middle management who supervise professional staff

5/21/14

responsible for over 500 individuals and families. Fiscal development and community activities are also an integral component of job.

Director of Family Support Services

Lakes Region Community Services Council, Laconia, NH
August 1995 to July 1997

Responsible for management and development of a department that serves two hundred and fifty families. Provide direct support and supervision to professional staff. Active on agency and community committees. Financial responsibility, Family Advisory Council, grant writing, and program development.

Family Support Services Coordinator

Lakes Region Community Services Council, Laconia, NH
July 1992 to August 1995

Responsible for daily management of Family Support Services Department. Responsible for 19 staff including direct supervision of 9, monitoring of budgets, development of new programs, crisis intervention, and public relations. Developed Family Aide Program.

Family Support Advocate

Lakes Region Community Services Council, Laconia, NH
June 1989 to July 1992

Worked with families who have members with developmental disabilities. Served as a direct support for the families. Emphasis was to assist the families to make and carry through their own decisions while stressing they be less system-dependent through involvement with the community. Developed Intensive Family Support Model and Futures Planning Guide.

EDUCATION:

Kent School of Social Work, University of Louisville
Louisville, KY
Master of Science in Social Work, August 1991.

University of New Hampshire, Durham, NH
Bachelor of Arts in Social Work, May 1989

INTERESTS:

Treasurer, Community Support Network
Vice President, Lakes Region Partnership for Public Health
Board Member, Breakwater Condominium Association

REFERENCES WILL BE FURNISHED UPON REQUEST


5/21/14



Rebecca L. Bryant

Accounting & Management Experience

April 2007 – Present

Lakes Region Community Services Council
Director of Finance

Chief Financial Officer of Community Based Not-For-Profit Corporation. Oversee financial, information technology and benefits administration for private non-profit human services agency with a budget of \$25 million and 350 employees. Prepare and monitor annual budgets. Prepare and manage contracts with funding sources and vendors. Administer the agency's compensation and benefits plans. Ensure compliance with applicable state and federal labor regulations. Oversee the installation and support of agency computer systems and networks. Report to and work closely with the Board of Directors and Executive Director.

Aug 2000 – April 2007

Wilcom, Inc., Laconia, NH
Controller, Acting General Manager

Controller for Telecommunications Manufacturer. Direct report to the Vice President/Chief Financial Officer and President, Chief Operating Officer in New York. Responsible for all functions and employees in: Accounting, Sales, MIS, Customer Service, Human Resources and Facilities. As Acting General Manager responsible for NH Operations in the absence of the President and Vice President.

During tenure with this company successes included; writing and negotiating GSA proposal to obtain GSA Schedule Award, creating and maintaining multiple government registrations including CCR, JCP, ORCA and AES Direct, maintaining 100% in-house collections for receivables, and supervision of office renovation project. In fulfilling MIS supervisory role, led MIS through major web site overhaul with outside vendor, MRP system upgrade, and phone system upgrade. Led Sales Department through transition from reliance on outside sales and manufacturer's reps to 100% inside sales through restructuring, hiring and daily oversight of Sales Department.

Oct 1997 – Aug 2000

Freudenberg-NOK General Partnership, Bristol, NH

Hyperion Administrator Jul 2000 – Aug 2000

Assistant Hyperion Administrator Jan 1999 – Jul 2000

Assistant Treasury Manager Oct 1997 – Jan 1999

Responsible for compiling monthly data feeds from 16 locations throughout the United States, Mexico and Brazil and producing consolidated financial statements. Assisted the Hyperion Administrator, maintained all aspects of financial database, wrote logic for the financial statements, administered system security, troubleshoot for end users of database, and wrote reports for financial analysts. Prepared a multitude of comprehensive financial reports for the parent company in Germany. Communicated daily with the controllers and financial analysts in the United States and Europe to ensure timely collection and

RB
5/21/14

distribution of financial data.

As Assistant Treasury Manager managed day-to-day activities of the Treasury Department including cash management, debt management, risk management (insurance and foreign currency hedging,) worker's compensation, corporate centralized accounts payable, intra-company accounts payable and receivable, as well as reconciliations of all general ledger accounts relating to treasury. Fulfilled all duties of both the Treasury Manager and Assistant Treasury Manager For nine months in the absence of the Treasury Manager.

Certifications

- Justice of the Peace – State of New Hampshire
- Notary Public – State of New Hampshire

Continuing Education

- PHI Coaching Approach to Supervision
- PHI Coaching Approach to Communication
- U.S. Notary Course in Notary Public Law
- ADP Reportsmith Class
- CompuMaster "Getting the Most from Microsoft Office"
- Skillpath Seminar "The Conference for Women"
- International Trade Resource Center; Export Documentation, Foreign Credit & Collection, AES Direct Training
- NH PTAP; Doing Business With the Government – Procurement Basics, Contract Basics,
- U.S. General Services Administration (GSA) – Training: How to Obtain a GSA Schedules Contract
- Project Management Training
- Auditing Staff Level I
- Business Process Kaizen
- Distinctions Customer Service Training

Education

May 1995

KEENE STATE COLLEGE, Keene, New Hampshire
Bachelor of Science Degree in Business Management
Accounting Concentration

Community Service

- Board of Directors, Granite State Workers' Compensation Manufacturers Trust
- Den Leader, Cub Scout Pack 369, Moultonborough, NH
- Advancements Chair, Cub Scout Pack 369, Moultonborough, NH
- Chair, Recreation Advisory Board, Town of Moultonborough
- Sunday School Teacher, Moultonborough United Methodist Church
- Nursery Coordinator, Moultonborough United Methodist Church


5/21/14

Shannon Robinson-Beland

SUMMARY OF QUALIFICATIONS

- Significant experience in family centered practice and building protective factors and adult capacities to improve child outcomes.
- Successful track record with grant writing.
- Skilled in facilitation and presentations for a variety of audiences.
- Able to work independently on projects with limited resources and guidance.
- Excellent communication, research, and writing skills.
- Proficient in Spanish & attained third level proficiency in Japanese.

EDUCATION

Master of Social Work, 2009 – UNIVERSITY OF NEW HAMPSHIRE, Durham, NH

Bachelor of Arts in Communications and Spanish, 1992 – UNIVERSITY OF NEW HAMPSHIRE, Durham, NH
Awards – Magna cum laude, Phi Beta Kappa, Sigma Delta Pi (Spanish)

Teach for America Summer Institute, Summer 1992 – CALIFORNIA STATE UNIVERSITY, Northridge, CA

Augustana College Summer Spanish Program, Summer 1991 – UNIVERSIDAD DE AZUAY, Cuenca, Ecuador

PROFESSIONAL EXPERIENCE

Lakes Region Community Services (LRCS), Laconia, NH 2013-Present
Director of Family Resource Center, Family Resource Center of Central New Hampshire

- Oversee a multidisciplinary team of twenty professionals with a shared vision of strengthening adult capacities to improve child outcomes through the varied programs of the Family Resource Center.
- Ensure sustainability of Family Resource Center programming by maintaining varied funding streams, including State contracts, private foundations, collaborative partnerships and individual donors.

Lakes Region Community Services (LRCS), Laconia, NH 2009-2013
Community Support Coordinator, Family Resource Center of Central New Hampshire

- Researched and identified funding sources; wrote grants and follow up reports to support LRCS programming.
- Developed, promoted, facilitated, and generally oversaw Parent Education and Support Programming.
- Identified or created opportunities to support local partners in their efforts to enhance early learning and raise awareness.
- Coordinated, from inception to implementation, community events aimed at strengthening families and community.
- Facilitated or participated in several local coalitions and steering committees.

Caring Community Network of the Twin Rivers (CCNTR), Franklin, NH 2008-2009
MSW Intern

- Developed and facilitated wrap-around groups for local area providers.
- Researched and identified funding sources, presented information to development committee, and wrote grants to support CCNTR programming.
- Promoted and represented CCNTR services to a variety of local organizations.

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5/21/14

PROFESSIONAL EXPERIENCE – continued

LRGHealthcare, Laconia, NH

2002-2005

MSW Intern/On-call ER Social Worker

- Assessed and linked uninsured/under-insured patients with appropriate community resources and services.
- Collaborated with clients to develop individual care plans and followed up on plans semiannually.
- Facilitated communication between medical staff and ER patients' families during after-hours trauma cases.
- Provided emotional support to and coordinated services for patients and families in crisis.

VUTEk Inc., Meredith, NH

1999-2001

International Account Manager, Customer Service – Latin America, Spain, Africa & Asia

- Served as primary point of contact for international customers in English and Spanish.
- Ensured proper installation and maintenance of large format printers by coordinating installation and service visits for international customers.
- Gathered information, resolved customer service issues, and negotiated settlement packages by representing customer complaints to Vice Presidents of Service, Sales, Marketing, and Manufacturing.
- Developed internal processes to better address employee and customer needs.
- Directly supervised Middle East Field Service Engineer.
- Designed and maintained master service schedule.

Japanese Exchange Teaching Program, Washington D.C.

1994-1996

Teacher/JET Participant

A program designed to bring native English speakers into the Japanese public school system to teach English and related cultural issues.

- Lived in Japan and taught English as a Foreign Language at Fukaya Daiichi, a mid-level Japanese high school.
- Assessed students' abilities and created appropriate lessons and materials.
- Organized and presented weekly teacher seminars designed to improve English speaking ability and encourage cross-cultural understanding.

Teach For America, New York, N.Y.

1992-1994

Teacher/TFA Corps Member

A program aimed at improving education by filling positions in schools with persistent teacher shortages, while also drawing attention to educational issues through media coverage and community interaction.

- Taught high school Spanish and public speaking in rural Arkansas.
- Developed creative instructional materials to complement the required curriculum and state adopted textbooks.
- Represented and promoted TFA to a wide variety of audiences, both in person and through the media.

Related Accomplishment – Successfully designed and implemented a scholarship program to provide students with travel opportunities.

- Presented proposal to school administration and won approval.
- Created and produced all related materials.
- Established selection criteria and implemented selection process.
- Presented to potential sponsors and generated over \$5000 in funding through community sponsorships, grants, and contributions from a major corporation.

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JULIE R. WIRTH

ACHIEVEMENTS:

- I have over twenty years of experience working children and families in a multitude of settings.
- Established the Music with Mar. program and classes in the Lakes Region.
- I have been providing trainings throughout the state of NH as a workshop trainer.

EDUCATION:

Master of Science, Reading Teacher, 1998

State University of New York at Buffalo, Amherst, New York

Bachelor of Science, Elementary Education, Special Education and Low Vision & Blind Education, 1994

D'Youville College, Buffalo, New York

NEW HAMPSHIRE CREDENTIALS

Master Professional for Early Childhood Workshop Trainer

Master Professional for Early Childhood Faculty

NEW YORK STATE CERTIFICATIONS (Permanent): NH Certification is

Pending Reciprocity Request

Elementary Education K-6

Special Education birth through school age

Reading Teacher

Blind and Low Vision Education

PROFESSIONAL EXPERIENCE:

Lakes Region Community Services – Family Resource Center

Childcare Resource and Referral Specialist (February 2014 to present)

Music with Mar., Lakes Region, New Hampshire and Western New York

Parent/Child Educator and Workshop Trainer, birth to age five (2005 to present)

Lancaster Central School District, Lancaster, New York

Elementary Teacher: Third Grade (1998 to 2005) TENURED

Orleans-Niagara BOCES, Sanborn, New York

Vision Teacher – students from birth to 18(1994 to 1998) TENURED

Student Teacher - Vision (1994)

WORKSHOPS PRESENTED

The Brain Loves a Song – How to use music as an educational tool! Music is a great way to teach educational concepts and brain research supports this. This training helps provide educators with the reasons why to use music in their classrooms and provides music they can use immediately.

Ten Reasons to Sing to your Child - A training provided for parents to understand why music can help their child grow educationally. It is an interactive and multi-sensory workshop.

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5/21/14

READY! For Kindergarten – A training program that provided targets, training and tools for parents, caregivers and child care provider of children birth to five.

Using Music in the Classroom – It is not just a subject to study! - A training to help educators feel more comfortable using music in the classroom. They will receive the research and practical skills to strengthen music and movement.

Beginning Sounds Through Music – Early Literacy - Music is wonderful way to practice sounds that are foundational to the development of early literacy. Children will be learning while they do not realize that they are. This workshop gives research why to use music and songs to use as well.

PROFESSIONAL DEVELOPMENT:

- * Granite State College course 644 Advanced Child Development Fall 2013
- * Attended conferences on brain research, music, professionalism, adult education.
- * Attended continuing education conferences on early childhood education and elementary education

PROFESSIONAL TRAINING:

- * Clinical practicum at the Center for Literacy and Reading Instruction at University of Buffalo
- * School based practicum for reading instruction at Niagara Falls for University of Buffalo.
- * Teacher for BOCES summer program for early childhood education

PROFESSIONAL ORGANIZATIONS:

Lakes Region Community College ECE Advisory Board – 2012 to present
Niagara Reading Council -2001 to 2005

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Julie Choiniere

EDUCATION:

1998-2001: *University System of New Hampshire, Granite State College*
Bachelor of Science (Summa cum Laude), Early Childhood Education

EXPERIENCE:

January 2011 to Present: *Lakes Region Community Services, Laconia, NH*
Child Care Resource and Referral Manager

Provide quality consumer education, resources, and referrals to families seeking child care. Assist child care providers by providing support, education, and resources to improve the quality of child care. Maintain database of child care programs, track information regarding services and technical assistance provided to families, providers and the community. Publish quarterly newsletter and professional development opportunities and disseminate to providers and early childhood educators in the Laconia District Office catchment area.

February 2010 to December 2010: *The Children's Learning Center at St. Paul's School, Concord, NH and The Learning Center at Concord Hospital, Concord, NH*
Per Diem Teacher Assistant

September 2006 to May 2008: *State of NH, DHH S, DCYF, Child Development Bureau, Concord, NH*
Program Specialist III

Enrolled licensed child care providers in the Child Care and Development Fund Child Care Scholarship Program. Created and maintained database for all enrolled child care providers and monitored programs using the billing and payment system. Established system to track improper payments, made referrals to the Office of Special Investigations, and adjusted over payments due to provider error. Developed the Child Care Billing and Payment System Workshop and presented it to child care program directors throughout New Hampshire.

January 2005 to September 2006: *Staff Development Partnership, NFI North, Concord, NH*
Child Care Training Specialist

Worked with the Division for Children, Youth and Families, Child Development Bureau to provide training opportunities for licensed and license exempt child care providers caring for children and families receiving child care scholarship funds as part of the quality initiative. Responsibilities included recruiting trainers, securing training sites, disseminate training information, and registering participants. In addition, ordered approximately two hundred thousand dollars of early learning materials and equipment annually, worked with logistics and facilities departments to coordinate delivery and storage of all shipments, and responsible for the distribution of these materials through training and education statewide. Scheduled and maintained the QUEST Center (a training facility) on the State Office Complex. Assisted with the revisions of the *NH Early Childhood Professional Development System: Guide to Early Childhood Careers*.

July 1998 to October 2004: *The Children's Learning Center at St. Paul's School, Concord, NH*
Preschool Head Teacher

Responsibilities included coordinating all aspects of managing a multi-age preschool classroom. Duties included, but not limited to, supervising and training classroom teaching team, volunteers, and student teachers, communicating with and supporting parents, planning and implementing preschool curriculum, and maintaining a safe and developmentally appropriate environment.

CREDENTIALS AND PROFESSIONAL MEMBERSHIPS:

NH Early Childhood Credential ECMPWT & ECMPPC
Comprehensive Member of the National Association for the Education of Young Children
Member of Child Care Aware® of New Hampshire: Secretary 2011 to Present

REFERENCES: Available upon request

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5/21/14

Lakes Region Community Services

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Christine Santaniello	Executive Director	112,124.22	0	0
Rebecca Bryant	Director of Finance	84,049.94	0	0
Shannon Robinson-Beland	Director, Family Resource Center	48,000.16	0	0
Julie Choiniere	CCR&R Manager	34,849.88	100%	
Julie Wirth	CCR&R Administrative Asst.	7,150.00	50%	


5/21/14



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857
 603-271-4451 1-800-852-3345 Ext. 4451
 FAX: 603-271-4729 TDD Access: 1-800-735-2964

Nicholas A. Toumpas
 Commissioner

Maggie Bishop
 Director

April 4, 2013

G&C Approved

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

Date 5-15-13
 Item # 40

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the following vendors to conduct Child Care Resource and Referral services covering all Division of Human Services catchment areas for an aggregate amount not to exceed \$2,030,000 from July 1, 2013 or date of Governor and Executive Council approval, whichever is later, through June 30, 2015. Funds are anticipated to be available in State Fiscal Years 2014-2015 upon the availability and continued appropriations in future operating budgets, with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

100% FED

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS
 DEPT OF, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY
 ASSURE

Southern New Hampshire Services, Inc. (Vendor #177189)

Class/ Account	Title	Catchment Area	Activity Code	SFY 2014	SFY 2015	Total
102-500731	Social Services Contracts	Berlin/Littleton	40035201	\$101,815	\$101,815	\$203,630
102-500731	Social Services Contracts	Conway	40035201	57,655	57,655	115,310
102-500731	Social Services Contracts	Rochester	40035201	124,610	124,610	249,220
102-500731	Social Services Contracts	Seacoast	40035201	58,251	58,251	116,502
102-500731	Social Services Contracts	Southern	40035201	149,123	149,123	298,246
Total				\$491,454	\$491,454	\$982,908

Claremont School District (Vendor #177374)

Class/ Account	Title	Catchment Area	Activity Code	SFY 2014	SFY 2015	Total
102-500731	Social Services Contracts	Claremont	40035201	\$70,674	\$70,674	\$141,348
Total				\$70,674	\$70,674	\$141,348

Lakes Region Community Services Council, Inc. (Vendor # 177251 B002)

Class/ Account	Title	Catchment Area	Activity Code	SFY 2014	SFY 2015	Total
102-500731	Social Services Contracts	Laconia	40035201	\$81,833	\$81,833	\$163,666
Total				\$81,833	\$81,833	\$163,666

Easter Seals of NH, Inc. (Vendor #177204)

Class/ Account	Title	Catchment Area	Activity Code	SFY 2014	SFY 2015	Total
102-500731	Social Services Contracts	Manchester	40035201	\$177,615	\$177,615	\$355,230
102-500731	Social Services Contracts	Concord	40035201	106,011	\$106,011	\$212,022
102-500731	Social Services Contracts	Keene	40035201	87,413	\$87,413	\$174,826
Total				\$371,039	\$371,039	\$742,078
Grand Total				\$1,015,000	\$1,015,000	\$2,030,000

EXPLANATION

These Federal funds support preventive child care services and the scholarship child care payment system. A requirement of this funding is that it be used to increase the availability, accessibility, and quality of child care programs throughout the State. This is accomplished through numerous activities including the provision of child care resource and referral services for consumers and providers.

Child care resource and referral services are provided statewide by Division for Children, Youth and Family catchment area. Services include high quality referrals and consumer education for parties seeking matches with child care providers, free and/or low cost professional development opportunities for child care providers, and providing current and aspiring child care providers with technical assistance in the areas of licensing, best practice, and accreditation. The services also provide the Department, local, and national organizations, agencies, policy makers, public officials, businesses, and community members with accurate data and information related to Early Childcare Education issues.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
Page 3 of 3
April 4, 2013

Should Governor and Council not authorize this request, federal sanctions could result in the reduction in federal funds to support the Child Care Scholarship Program resulting in financial hardship for families dependent on subsidized child care and the inability of some families to find child care that will help them continue working.

This contract is awarded as the result of a competitive bid process. On September 4, 2012 and again on December 21, 2012 the Division issued a Request for Proposal for Child Care Resource & Referral programs to serve the ten (10) District Office catchment areas in the State of New Hampshire. These Request For Proposals were published on the Department's web site.

Six agencies submitted bids for the ten (10) District Office catchment areas; four agencies were awarded contracts that cover all catchment areas. An evaluation committee reviewed the proposals submitted in response to the RFP. The evaluation team's scoring summaries are attached to this letter (Appendix A). The vendors identified in the tables above submitted proposals that achieved higher minimum scores than any other vendor proposal(s) for the given catchment area(s) and were, therefore awarded the contract.

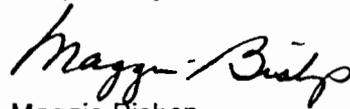
Performance under this agreement will be measured by the Performance Measures and Outcomes specified in the Agreement to include successfully providing referrals to New Hampshire Employment Program participants, and Financial Assistance to Needy Families (FANF) recipients in need of child care, recruiting new child care providers, including those that shall fill opportunities for specific kinds of care e.g. infant/toddler, bilingual, special needs, and non-traditional hours.

Areas Served: The Division for Children, Youth and Families catchment areas of Berlin/Littleton, Conway, Rochester, Seacoast, Southern, Claremont, Laconia, Manchester, Concord, and Keene.

Source of Funds: 100% Federal Funds.

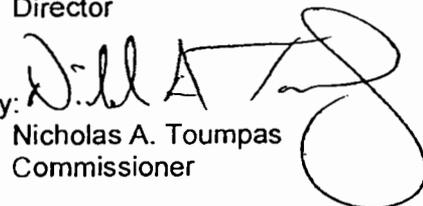
In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Maggie Bishop
Director

Approved By:



Nicholas A. Toumpas
Commissioner

RFP #10-00YF-COB-RR-10 Child Care Resources & Referral Program Manchester D.O. Catchment Area R&R Tabulated Evaluation Form	Scorer 1 - K.Booth		Scorer 2 - E.Wheatley		Scorer 3 - S.Foley		Scorer 4 - J.Herrington		Scorer 5 -						
	NHCAA	SNHS	ES	Bid 4	NHCAA	SNHS	ES	Bid 4	NHCAA	SNHS	ES	Bid 4	Bid 2	Bid 3	Bid 4
Overall Review - up to 20 points each criteria (value 10% of total)															
a Conformity in form and format to instructions contained in the RFP	18.0	20.0	14.0	15.0	20.0	20.0	15.0	20.0	10.0	10.0	15.0	15.0	15.0	15.0	17.0
b Services proposed in response to proposal specifications	14.0	20.0	12.0	18.0	12.0	20.0	18.0	10.0	20.0	10.0	18.0	15.0	15.0	15.0	12.8
c Qualifications and adequacy of staffing	8.0	12.0	20.0	8.0	8.0	8.0	20.0	10.0	10.0	10.0	10.0	15.0	15.0	15.0	10.3
d Demonstrated capacity of the agency to implement the program	8.0	20.0	18.0	10.0	10.0	20.0	15.0	10.0	15.0	10.0	15.0	15.0	15.0	15.0	10.8
e Cost effectiveness of proposal	12.0	14.0	20.0	12.0	10.0	10.0	20.0	10.0	13.0	10.0	13.0	20.0	15.0	15.0	12.3
subtotal overall review	80.0	88.0	82.0	80.0	82.0	88.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	82.8
subtotal at 10%	6.0	6.8	8.2	6.0	6.2	7.8	6.0	6.5	7.8	6.5	7.8	7.5	7.5	7.5	6.3
Experiences - up to 20 points each criteria (value 25% of total)															
a Past experience of the Bidder in providing this or a similar service	16.0	20.0	20.0	10.0	10.0	20.0	20.0	10.0	20.0	10.0	20.0	15.0	15.0	15.0	12.8
b Past experience of the Bidder in working with the child care community and parent population	12.0	18.0	16.0	10.0	10.0	20.0	20.0	10.0	10.0	10.0	10.0	15.0	15.0	15.0	11.8
c Demonstrated capacity to provide services within the catchment area	16.0	16.0	20.0	10.0	10.0	15.0	20.0	10.0	10.0	10.0	10.0	15.0	15.0	15.0	12.8
d Demonstrated ability to work with the Department	16.0	20.0	16.0	15.0	15.0	20.0	20.0	10.0	20.0	10.0	20.0	15.0	15.0	15.0	14.0
e Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames	10.0	20.0	20.0	10.0	10.0	20.0	20.0	10.0	20.0	10.0	20.0	15.0	15.0	15.0	11.3
subtotal experience at 25%	70.0	84.0	82.0	35.0	35.0	85.0	100.0	30.0	80.0	30.0	80.0	75.0	75.0	75.0	82.5
subtotal at 25%	17.5	21.0	20.5	8.75	8.75	21.25	25.0	7.5	20.0	7.5	20.0	18.75	18.75	18.75	15.6
Program Description - up to 20 points each criteria (value 25% of total)															
a Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP	20.0	20.0	8.0	18.0	20.0	12.0	15.0	20.0	15.0	20.0	15.0	15.0	15.0	15.0	17.0
b Presentation of a preliminary work plan including a realistic timeline for project implementation	10.0	14.0	20.0	18.0	18.0	18.0	20.0	10.0	15.0	15.0	15.0	15.0	15.0	15.0	13.3
c Presentation of an outreach plan to maximize utilization of services within the catchment area	20.0	20.0	16.0	15.0	20.0	16.0	10.0	15.0	15.0	10.0	15.0	15.0	15.0	15.0	15.0
d Clear plan to develop that ability within a reasonable time frame	14.0	20.0	12.0	10.0	20.0	15.0	15.0	20.0	20.0	15.0	20.0	15.0	15.0	15.0	13.5
e Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	12.0	18.0	16.0	10.0	10.0	16.0	15.0	13.0	18.0	15.0	13.0	18.0	15.0	15.0	13.0
subtotal program description	76.0	92.0	72.0	70.0	80.0	87.0	60.0	85.0	82.0	65.0	82.0	75.0	75.0	75.0	71.8
subtotal at 25%	19.0	23.0	18.0	17.5	20.0	21.75	15.0	20.8	20.5	16.3	20.5	18.75	18.75	18.75	17.9
Cost and Resources - up to 20 points each criteria (value 30% of total)															
a The accuracy and completeness of the budget and budget narrative	18.0	18.0	10.0	20.0	18.0	10.0	15.0	14.0	10.0	15.0	14.0	10.0	15.0	15.0	14.5
b The acceptability of the line item costs as detailed in the budget narrative	12.0	10.0	16.0	10.0	10.0	10.0	10.0	13.0	15.0	5.0	13.0	15.0	15.0	10.0	8.0
c A cost effective approach to providing the proposed service	12.0	14.0	20.0	15.0	10.0	20.0	15.0	14.0	15.0	15.0	14.0	15.0	15.0	10.0	14.3
d Staff resources of the Bidder to effectively administer and operate the program	12.0	14.0	20.0	5.0	5.0	20.0	5.0	10.0	20.0	5.0	10.0	15.0	15.0	10.0	9.3
e Ability to obtain financial and additional resources from other sources to support this program	8.0	10.0	10.0	0.0	0.0	10.0	0.0	10.0	15.0	0.0	10.0	15.0	15.0	10.0	5.8
subtotal cost and resources	62.0	64.0	78.0	50.0	43.0	70.0	60.0	40.0	61.0	75.0	60.0	55.0	75.0	41.0	51.8
subtotal at 30%	18.6	19.2	23.4	15.0	12.9	21.0	18.0	12.3	18.3	22.5	16.5	16.5	22.5	12.3	15.5
Other - up to 20 points each criteria (value 10% of total)															
a Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity	4.0	12.0	20.0	2.0	10.0	20.0	5.0	5.0	20.0	5.0	5.0	15.0	15.0	15.0	6.5
b Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	14.0	20.0	16.0	10.0	18.0	14.0	15.0	15.0	20.0	15.0	15.0	15.0	15.0	15.0	13.5
c Businesses, and local employers	16.0	16.0	16.0	15.0	18.0	16.0	15.0	20.0	20.0	15.0	20.0	15.0	15.0	15.0	15.3
d Evidence of collaboration with other agencies within the community	4.0	16.0	14.0	6.0	18.0	18.0	15.0	15.0	20.0	15.0	15.0	15.0	15.0	15.0	10.5
e Monitor or plan to be responsive to the needs of parents, staff, and other community members (including agencies, policy makers, public officials, and businesses) in the catchment area	16.0	14.0	12.0	20.0	15.0	20.0	15.0	15.0	20.0	15.0	15.0	15.0	15.0	15.0	16.5
subtotal other	64.0	78.0	78.0	43.0	78.0	80.0	60.0	65.0	70.0	60.0	65.0	75.0	75.0	75.0	62.3
subtotal at 10%	5.4	7.8	7.8	4.3	7.8	8.0	4.5	7.0	10.0	4.5	7.5	7.5	7.5	7.5	6.2
Grand Total	322.0	414.0	400.0	283.0	313.0	427.0	275.0	372.0	448.0	355.0	375.0	341.0	350.0	350.0	248.3
Grand Total at Percentage	66.5	82.1	79.8	56.6	62.6	85.4	55.0	74.4	89.6	71.0	75.0	64.8	64.8	64.8	61.6

Recommended: ES

Total Score
Bidder 1 = 1245.0
Bidder 2 = 1544.0
Bidder 3 = 1614.0
Bidder 4 = 0.0

Score @ %
Bidder 1 = 246.5
Bidder 2 = 303.3
Bidder 3 = 313.5
Bidder 4 = 0.0

Scorer 1 - Kristin Booth, Program Specialist IV, Child Development Bureau
Scorer 2 - Ellen Wheatley, Administrator, Child Development Bureau
Scorer 3 - Susan Foley, Program Specialist III, Child Development Bureau
Scorer 4 - John Harrington, Contract Specialist, DHS

Total Bid Sums Manchester

RFP #10-00YF-CDB-RR-10 Child Care Resource & Referral Program

Concord catchment	Scorer 1 - K.Booth		Scorer 2 - E.Wheatley		Scorer 3 - S. Foley		Scorer 4 - J. Harrington		Average 1	Average 2
	NHCAA	ES	NHCAA	ES	NHCAA	ES	NHCAA	ES		
Overall Review - up to 20 points each criteria (value 10% of total)	18.0	14.0	20.0	16.0	18.0	10.0	15.0	15.0	17.8	13.8
Conformity in form and format to instructions contained in the RFP	14.0	12.0	12.0	16.0	13.0	15.0	15.0	15.0	13.5	14.5
Services proposed in response to proposal specifications	12.0	20.0	12.0	20.0	10.0	20.0	15.0	15.0	12.3	18.8
Qualifications and adequacy of staffing	8.0	16.0	10.0	20.0	10.0	15.0	15.0	15.0	10.8	16.5
Demonstrated capacity of the agency to implement the program	10.0	10.0	12.0	15.0	15.0	15.0	15.0	15.0	13.0	13.8
Cost effectiveness of proposal	62.0	72.0	66.0	87.0	66.0	78.0	66.0	78.0	67.3	77.3
subtotal overall review	6.2	7.2	6.6	8.7	6.6	7.5	6.6	7.5	6.7	7.7
subtotal at 10%										
Experience - up to 20 points each criteria (value 25% of total)	12.0	20.0	10.0	20.0	10.0	20.0	15.0	15.0	11.8	18.8
Past experience of the Bidder in providing this or a similar service	10.0	12.0	10.0	20.0	10.0	15.0	15.0	15.0	11.3	15.5
Past experience of the Bidder in working with the child care community and parent population	18.0	16.0	15.0	20.0	10.0	15.0	15.0	15.0	14.5	16.5
Demonstrated capacity to provide services within the catchment area	16.0	16.0	15.0	16.0	10.0	20.0	15.0	15.0	14.0	16.6
Demonstrated ability to work with the Department	10.0	20.0	10.0	20.0	10.0	20.0	15.0	15.0	11.3	18.8
Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames	85.0	84.0	80.0	96.0	80.0	90.0	80.0	90.0	82.8	86.3
subtotal experience	16.5	21.0	15.0	24.0	12.5	22.5	16.8	18.3	15.7	21.8
subtotal experience at 25%										
Program Description - up to 20 points each criteria (value 25% of total)	20.0	8.0	18.0	14.0	15.0	15.0	15.0	15.0	17.0	13.0
Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP	10.0	20.0	18.0	20.0	10.0	15.0	15.0	15.0	13.3	17.5
Presentation of a preliminary work plan including a realistic timeline for project implementation	20.0	16.0	15.0	16.0	10.0	15.0	15.0	15.0	15.0	16.0
Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time frame	16.0	12.0	5.0	15.0	16.0	14.0	15.0	15.0	12.8	14.0
Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	16.0	18.0	5.0	16.0	12.0	15.0	15.0	15.0	12.0	16.0
subtotal program description	82.0	74.0	82.0	82.0	82.0	74.0	82.0	75.0	70.0	76.5
subtotal program description at 25%	20.5	18.5	20.5	20.8	15.5	18.5	18.3	18.3	17.5	19.1
subtotal program description at 15%										
Cost and Resources - up to 20 points each criteria (value 30% of total)	18.0	10.0	20.0	10.0	15.0	10.0	15.0	10.0	17.0	10.0
The accuracy and completeness of the budget and budget narrative	12.0	18.0	10.0	10.0	10.0	12.0	15.0	10.0	11.8	12.5
The acceptability of the line item costs as detailed in the budget narrative	10.0	14.0	18.0	15.0	10.0	15.0	15.0	10.0	13.3	13.5
A cost effective approach to providing the proposed service	10.0	20.0	15.0	20.0	10.0	15.0	15.0	10.0	12.5	16.3
Staff resources of the Bidder to effectively administer and operate the program	8.0	10.0	0.0	10.0	0.0	15.0	15.0	10.0	5.8	11.3
Ability to obtain financial and additional resources from other sources to support this program	58.0	72.0	63.0	65.0	45.0	67.0	60.0	60.0	60.3	63.5
subtotal cost and resources	17.4	21.6	18.9	19.5	13.5	20.7	22.5	15.0	18.1	19.1
subtotal cost and resources at 30%										
Other - up to 20 points each criteria (value 10% of total)	10.0	12.0	2.0	16.0	10.0	15.0	15.0	15.0	9.3	15.0
Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity	16.0	16.0	10.0	14.0	15.0	10.0	15.0	15.0	14.0	13.8
Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	16.0	16.0	15.0	18.0	15.0	15.0	15.0	15.0	15.3	16.0
Plan to be responsive to the needs of the local NRDRRS District Office, community members, businesses, and local employers	4.0	16.0	8.0	16.0	10.0	16.0	15.0	15.0	9.3	15.8
Evidence of collaboration with other agencies within the community	16.0	14.0	20.0	20.0	15.0	15.0	15.0	15.0	16.5	16.0
subtotal other	62.0	74.0	55.0	65.0	65.0	71.0	60.0	60.0	64.3	76.5
subtotal other at 10%	6.2	7.4	5.5	6.5	6.5	7.1	6.0	6.0	6.4	7.7
Grand Total	330.0	376.0	330.0	417.0	330.0	377.0	350.0	350.0	257.3	302.8
Grand Total at Percentage	66.8	75.7	66.0	81.5	66.0	76.7	70.0	70.0	64.4	75.1

Total Bid Sums Concord

Final Decision: Easter Seals

Total Score
 Bidder 1 = 1298.0
 Bidder 2 = 1620.0
 Bidder 3 = 0.0
 Bidder 4 = 0.0

Score @ %
 Bidder 1 = 257.7
 Bidder 2 = 300.5
 Bidder 3 = 0.0
 Bidder 4 = 0.0

Scorer 1 - Kristin Booth, Program Specialist IV, Child Development Bureau
 Scorer 2 - Ellen Wheatley, Administrator, Child Development Bureau
 Scorer 3 - Susan Foley, Program Specialist III, Child Development Bureau
 Scorer 4 - John Harrington, Contract Specialist, DHHS

RFP #10-DCVF-GDB-RR-10 Child Care Resource & Referral Program																																
Claremont D.O. Catchment Area R&R Tabulated Evaluation Form																																
Categories																																
Overall Review - up to 20 points each criteria (value 10% of total)	Score 1 - K. Booth	Score 2 - E. Whately	Score 3 - S. Foley	Score 4 - J. Harrington	Score 5 -	Average 1	Average 2																									
	NHCAA	CSD	Bid 3	Bid 4	NHCAA	CSD	Bid 3	Bid 4	NHCAA	CSD	Bid 3	Bid 4	Bid 1	Bid 2	Bid 3	Bid 4																
a Conformity in form and format to instructions contained in the RFP	18.0	18.0															17.0	16.0														
b Services proposed in response to proposal specifications	14.0	10.0															13.5	13.8														
c Qualifications and adequacy of staffing	12.0	14.0															12.3	14.0														
d Demonstrated capacity of the agency to implement the program	8.0	12.0															8.3	12.8														
e Cost effectiveness of proposal	10.0	16.0															11.0	15.3														
Subtotal overall review													62.0	68.0	0.0	0.0	66.0	72.0	0.0	0.0	63.0	72.0	0.0	0.0	0.0	0.0	0.0	0.0	62.0	71.8		
Subtotal at 10%													6.2	6.8	0.0	0.0	6.6	7.2	0.0	0.0	6.3	7.2	0.0	0.0	0.0	0.0	0.0	0.0	6.2	7.2		
Experience - up to 20 points each criteria (value 25% of total)																																
a Past experience of the Bidder in providing this or a similar service	16.0	20.0															12.0	15.0														
b Past experience of the Bidder in working with the child care community and parent population	12.0	20.0															10.0	15.0														
c Demonstrated capacity to provide services within the catchment area	16.0	16.0															15.0	16.0														
d Demonstrated ability to work with the Department	16.0	16.0															15.0	15.0														
Subtotal experience													64.0	68.0	0.0	0.0	63.0	69.0	0.0	0.0	61.0	69.0	0.0	0.0	0.0	0.0	0.0	64.0	71.8			
Subtotal at 25%													16.0	17.0	0.0	0.0	15.75	17.25	0.0	0.0	15.25	17.25	0.0	0.0	0.0	0.0	0.0	0.0	16.0	17.5		
Program Description - up to 20 points each criteria (value 25% of total)																																
a Does not simply restate the language of the RFP	20.0	10.0															15.0	15.0														
b Presentation of a preliminary work plan including a realistic timeline for project implementation	10.0	14.0															10.0	15.0														
c Demonstration of an outreach plan to maximize utilization of services within the catchment area	20.0	14.0															15.0	15.0														
d Demonstration of capacity to manage the complex aspects of the program or presentation of a clear plan to develop that ability within a reasonable time frame	14.0	12.0															13.0	13.0														
e Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	18.0	12.0															13.3	13.8														
Subtotal program description													82.0	62.0	0.0	0.0	85.0	70.0	0.0	0.0	83.0	81.0	0.0	0.0	0.0	0.0	0.0	0.0	82.0	72.5		
Subtotal at 25%													20.5	15.5	0.0	0.0	21.25	17.5	0.0	0.0	20.75	20.25	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.5	18.1	
Cost and Resources - up to 20 points each criteria (value 30% of total)																																
a The accuracy and completeness of the budget and budget narrative	18.0	12.0															15.0	15.0														
b The acceptability of the line item costs as detailed in the budget narrative	12.0	14.0															10.0	15.0														
c A cost effective approach to providing the proposed service	10.0	12.0															10.0	15.0														
d Staff resources of the Bidder to effectively administer and operate the program	12.0	16.0															15.0	15.0														
e Ability to obtain financial and additional resources from other sources to support the program	8.0	12.0															8.0	15.0														
Subtotal cost and resources													60.0	66.0	0.0	0.0	63.0	73.0	0.0	0.0	65.0	73.0	0.0	0.0	0.0	0.0	0.0	0.0	60.8	71.8		
Subtotal at 30%													18.0	19.8	0.0	0.0	18.9	21.9	0.0	0.0	19.5	21.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	18.2	21.5	
Other - up to 20 points each criteria (value 10% of total)																																
a Creative responses to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity	10.0	12.0															2.0	14.0														
b Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	16.0	8.0															10.0	12.0														
c Plan to be responsive to the needs of the local NH DHHS District Office, community members, businesses, and local employers	16.0	20.0															15.0	15.0														
d Evidence of collaboration with other agencies within the community	4.0	18.0															8.0	15.0														
e Involvement of parents or other stakeholders or providers, community members, and community members (including agencies, policy makers, public officials, and businesses) in the plan	16.0	12.0															20.0	18.0														
Subtotal other													62.0	68.0	0.0	0.0	55.0	74.0	0.0	0.0	65.0	80.0	0.0	0.0	0.0	0.0	0.0	0.0	64.3	76.3		
Subtotal at 10%													6.2	6.8	0.0	0.0	5.5	7.4	0.0	0.0	6.5	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.4	7.7	
Grand Total													236.0	364.0	0.0	0.0	205.0	374.0	0.0	0.0	278.0	399.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	258.8	303.8	
Grand Total at Percentage													68.4	71.4	0.0	0.0	61.3	75.3	0.0	0.0	84.1	79.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	64.3	78.2

Recommendation: Claremont School District
 Score 1 - Krisin Boon, Program Specialist IV, Child Development Bureau
 Score 2 - Ellen Whately, Administrator, Child Development Bureau
 Score 3 - Susan Foley, Program Specialist III, Child Development Bureau
 Score 4 - John Hamington, Contract Specialist, DHHS

Total Score
 Bidder 1 = 1283.0
 Bidder 2 = 1502.0
 Bidder 3 = 1410.0
 Bidder 4 = 0.0

Score @ %
 Bidder 1 = 257.2
 Bidder 2 = 300.8
 Bidder 3 = 141.0
 Bidder 4 = 0.0

Total Bid Sums Claremont 1

RFP #16-00YF-CDB-RR-10 Child Care Resource & Referral Program		Scorer 1 - K. Booth		Scorer 2 - E. Whealley		Scorer 3 - S. Foley		Scorer 4 - J. Harrington		Scorer 5 -		Average 1	Average 2					
Keene D.O. Catchment Area R&R Tabulated Evaluation Form		NHCAA	ES	Bid 3	Bid 4	NHCAA	ES	Bid 3	Bid 4	NHCAA	ES	Bid 3	Bid 4	Bid 1	Bid 2	Bid 3	Bid 4	
a	Overall Review - up to 20 points each criteria (value 10% of total)	18.0	14.0			20.0	16.0			15.0	10.0							17.0
b	Conformity in form and format to instructions contained in the RFP	14.0	12.0			12.0	16.0			13.0	18.0							13.5
c	Services proposed in response to proposal specifications	12.0	20.0			12.0	20.0			10.0	20.0							12.3
d	Qualifications and adequacy of staffing	8.0	16.0			10.0	20.0			10.0	20.0							10.8
e	Demonstrated capacity of the agency to implement the program	14.0	16.0			12.0	15.0			15.0	20.0							14.0
	subtotal overall review	66.0	78.0	0.0	0.0	66.0	87.0	0.0	0.0	63.0	88.0	0.0	0.0	75.0	75.0	0.0	0.0	67.5
	subtotal at 10%	6.6	7.8	0.0	0.0	6.6	8.7	0.0	0.0	6.3	8.8	0.0	0.0	7.5	7.5	0.0	0.0	6.8
	subtotal at 25%	16.5	19.5	0.0	0.0	16.5	21.75	0.0	0.0	15.75	22.0	0.0	0.0	18.75	18.75	0.0	0.0	17.25
	subtotal at 30%	18.0	21.6	0.0	0.0	18.0	25.2	0.0	0.0	17.1	26.4	0.0	0.0	21.0	21.0	0.0	0.0	19.5
	subtotal at 40%	20.0	24.0	0.0	0.0	20.0	28.8	0.0	0.0	19.2	30.4	0.0	0.0	24.0	24.0	0.0	0.0	22.0
	subtotal at 50%	22.0	26.4	0.0	0.0	22.0	31.2	0.0	0.0	21.0	32.0	0.0	0.0	26.25	26.25	0.0	0.0	24.0
	subtotal at 60%	24.0	28.8	0.0	0.0	24.0	33.6	0.0	0.0	22.8	33.6	0.0	0.0	28.5	28.5	0.0	0.0	25.5
	subtotal at 70%	26.0	31.2	0.0	0.0	26.0	36.0	0.0	0.0	24.6	35.2	0.0	0.0	30.75	30.75	0.0	0.0	27.0
	subtotal at 80%	28.0	33.6	0.0	0.0	28.0	38.4	0.0	0.0	26.4	36.8	0.0	0.0	33.0	33.0	0.0	0.0	28.5
	subtotal at 90%	30.0	36.0	0.0	0.0	30.0	40.8	0.0	0.0	28.2	38.4	0.0	0.0	35.25	35.25	0.0	0.0	30.0
	subtotal at 100%	32.0	38.4	0.0	0.0	32.0	43.2	0.0	0.0	30.0	40.0	0.0	0.0	37.5	37.5	0.0	0.0	31.5
	Grand Total	344.0	394.0	0.0	0.0	307.0	408.0	0.0	0.0	288.0	397.0	0.0	0.0	378.0	360.0	0.0	0.0	305.5
	Grand Total at Percentage	88.0	98.5	0.0	0.0	76.75	102.0	0.0	0.0	72.0	99.25	0.0	0.0	94.5	90.0	0.0	0.0	76.8
	Recommend: Easter Seals																	
a	The accuracy and completeness of the budget and budget narrative	18.0	10.0			20.0	10.0			15.0	10.0							17.0
b	The acceptability of the line item costs as detailed in the budget narrative	12.0	16.0			10.0	10.0			10.0	15.0							11.8
c	A cost effective approach to providing the proposed service	14.0	18.0			18.0	15.0			10.0	20.0							14.3
d	Other resources of the bidder to effectively administer and operate the program	10.0	20.0			12.0	20.0			10.0	20.0							11.8
e	Support this program	8.0	10.0			0.0	0.0			0.0	5.0							5.8
	subtotal cost and resources	62.0	74.0	0.0	0.0	60.0	65.0	0.0	0.0	45.0	70.0	0.0	0.0	75.0	60.0	0.0	0.0	60.5
	subtotal cost and resources at 30%	18.6	22.2	0.0	0.0	18.0	19.5	0.0	0.0	13.5	21.0	0.0	0.0	22.5	15.0	0.0	0.0	18.2
	subtotal at 10%	6.2	7.4	0.0	0.0	6.0	6.5	0.0	0.0	4.5	7.0	0.0	0.0	7.5	4.5	0.0	0.0	6.05
	subtotal at 25%	15.5	18.5	0.0	0.0	15.0	19.125	0.0	0.0	11.25	17.5	0.0	0.0	22.5	15.0	0.0	0.0	16.2
	subtotal at 40%	20.8	25.2	0.0	0.0	20.0	24.2	0.0	0.0	15.0	23.0	0.0	0.0	29.25	20.0	0.0	0.0	18.0
	subtotal at 50%	22.4	27.6	0.0	0.0	22.0	26.4	0.0	0.0	16.5	24.5	0.0	0.0	31.5	22.5	0.0	0.0	19.5
	subtotal at 60%	24.0	29.0	0.0	0.0	24.0	27.6	0.0	0.0	18.0	25.5	0.0	0.0	33.75	24.0	0.0	0.0	20.5
	subtotal at 70%	25.6	30.4	0.0	0.0	25.6	28.8	0.0	0.0	19.5	26.5	0.0	0.0	36.0	25.0	0.0	0.0	21.5
	subtotal at 80%	27.2	31.8	0.0	0.0	27.2	29.8	0.0	0.0	21.0	27.5	0.0	0.0	38.25	26.0	0.0	0.0	22.5
	subtotal at 90%	28.8	33.2	0.0	0.0	28.8	30.8	0.0	0.0	22.5	28.5	0.0	0.0	40.5	27.0	0.0	0.0	23.5
	subtotal at 100%	30.4	34.6	0.0	0.0	30.4	31.8	0.0	0.0	24.0	29.0	0.0	0.0	42.75	28.0	0.0	0.0	24.5
	Grand Total	344.0	394.0	0.0	0.0	307.0	408.0	0.0	0.0	288.0	397.0	0.0	0.0	378.0	360.0	0.0	0.0	305.5
	Grand Total at Percentage	88.0	98.5	0.0	0.0	76.75	102.0	0.0	0.0	72.0	99.25	0.0	0.0	94.5	90.0	0.0	0.0	76.8

Scorer 1 - Krain Booth, Program Specialist IV, Child Development Bureau
 Scorer 2 - Ellen Whealley, Administrator, Child Development Bureau
 Scorer 3 - Susan Foley, Program Specialist III, Child Development Bureau
 Scorer 4 - John Harrington, Contract Specialist, DHS

Bidder 1 = 260.6
 Bidder 2 = \$VALUEI
 Bidder 3 = \$VALUEI
 Bidder 4 = 0.0

Total Score = 1312.0
 Bidder 1 = 260.6
 Bidder 2 = \$VALUEI
 Bidder 3 = \$VALUEI
 Bidder 4 = 0.0

Total Bid Sums Keene

RFP #13-DCYF-CDB-RR-05 Child Care Resource & Referral Program		Bidder 1 - K. Booth				Bidder 2 - E. Whealley				Bidder 3 - S. Foley				Bidder 4 - J. Harrington				Bidder 5 -			
Conway D.O. Catchment Area R&R Tabulated Evaluation Form		NHCAA		WMC		WMC		WMC		WMC		WMC		WMC		WMC		WMC			
Overall Review - up to 20 points each criteria (value 10% of total)		18.0		20.0		15.0		20.0		15.0		20.0		15.0		20.0		15.0			
a	Conformity in form and format to instructions contained in the RFP	18.0	20.0	15.0	20.0	15.0	20.0	15.0	20.0	15.0	20.0	15.0	20.0	15.0	20.0	15.0	20.0	15.0	20.0		
b	Services proposed in response to proposal specifications	14.0	12.0	12.0	12.0	13.0	12.0	13.0	12.0	13.0	12.0	13.0	12.0	13.0	12.0	13.0	12.0	13.0	12.0		
c	Qualifications and adequacy of staffing	16.0	10.0	18.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0		
d	Demonstrated capacity of the agency to implement the program	8.0	14.0	10.0	12.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0		
e	Cost effectiveness of proposal	10.0	16.0	12.0	5.0	5.0	10.0	5.0	10.0	5.0	10.0	5.0	10.0	5.0	10.0	5.0	10.0	5.0	10.0		
subtotal overall review		66.0	72.0	66.0	72.0	66.0	72.0	66.0	72.0	66.0	72.0	66.0	72.0	66.0	72.0	66.0	72.0	66.0	72.0		
subtotal at 10%		6.6	7.2	6.6	7.2	6.6	7.2	6.6	7.2	6.6	7.2	6.6	7.2	6.6	7.2	6.6	7.2	6.6	7.2		
Experience - up to 20 points each criteria (value 25% of total)																					
a	Past experience of the Bidder in providing this or a similar service	10.0	14.0	10.0	12.0	10.0	12.0	10.0	12.0	10.0	12.0	10.0	12.0	10.0	12.0	10.0	12.0	10.0	12.0		
b	Past experience of the Bidder in working with the child care community and parent population	12.0	10.0	10.0	15.0	10.0	15.0	10.0	15.0	10.0	15.0	10.0	15.0	10.0	15.0	10.0	15.0	10.0	15.0		
c	Demonstrated capacity to provide services within the catchment area	14.0	8.0	10.0	8.0	10.0	8.0	10.0	8.0	10.0	8.0	10.0	8.0	10.0	8.0	10.0	8.0	10.0	8.0		
d	Demonstrated ability to work with the Department	16.0	16.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0		
e	Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames	10.0	18.0	10.0	15.0	10.0	15.0	10.0	15.0	10.0	15.0	10.0	15.0	10.0	15.0	10.0	15.0	10.0	15.0		
subtotal experience at 25%		62.0	86.0	62.0	86.0	62.0	86.0	62.0	86.0	62.0	86.0	62.0	86.0	62.0	86.0	62.0	86.0	62.0	86.0		
subtotal at 25%		15.5	21.5	15.5	21.5	15.5	21.5	15.5	21.5	15.5	21.5	15.5	21.5	15.5	21.5	15.5	21.5	15.5	21.5		
Program Description - up to 20 points each criteria (value 25% of total)																					
a	Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP	20.0	10.0	18.0	14.0	18.0	14.0	18.0	14.0	18.0	14.0	18.0	14.0	18.0	14.0	18.0	14.0	18.0	14.0		
b	Presentation of a preliminary work plan including a realistic timeline for project implementation	10.0	16.0	18.0	18.0	10.0	16.0	18.0	18.0	10.0	16.0	18.0	18.0	10.0	16.0	18.0	18.0	10.0	16.0		
c	Presentation of an outreach plan to maximize utilization of services within the catchment area	20.0	12.0	15.0	0.0	15.0	0.0	15.0	0.0	15.0	0.0	15.0	0.0	15.0	0.0	15.0	0.0	15.0	0.0		
d	Demonstrate capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time frame	14.0	12.0	10.0	18.0	10.0	18.0	10.0	18.0	10.0	18.0	10.0	18.0	10.0	18.0	10.0	18.0	10.0	18.0		
e	Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	18.0	8.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0		
subtotal program description at 25%		82.0	58.0	82.0	71.0	82.0	71.0	82.0	71.0	82.0	71.0	82.0	71.0	82.0	71.0	82.0	71.0	82.0	71.0		
subtotal cost and resources at 25%		20.5	14.3	20.5	17.3	20.5	17.3	20.5	17.3	20.5	17.3	20.5	17.3	20.5	17.3	20.5	17.3	20.5	17.3		
Cost and Resources - up to 20 points each criteria (value 30% of total)																					
a	The accuracy and completeness of the budget and budget narrative	18.0	8.0	20.0	10.0	18.0	10.0	18.0	10.0	18.0	10.0	18.0	10.0	18.0	10.0	18.0	10.0	18.0	10.0		
b	The acceptability of the line item costs as detailed in the budget narrative	16.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0		
c	A cost effective approach to providing the proposed services	10.0	18.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0		
d	Staff resources of the Bidder to effectively administer and operate the program	20.0	14.0	15.0	6.0	15.0	6.0	15.0	6.0	15.0	6.0	15.0	6.0	15.0	6.0	15.0	6.0	15.0	6.0		
e	Ability to obtain financial and additional resources from other sources to support this program	8.0	14.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
subtotal cost and resources		72.0	62.0	60.0	30.0	60.0	30.0	60.0	30.0	60.0	30.0	60.0	30.0	60.0	30.0	60.0	30.0	60.0	30.0		
subtotal cost and resources at 30%		21.8	18.6	18.0	9.0	18.0	9.0	18.0	9.0	18.0	9.0	18.0	9.0	18.0	9.0	18.0	9.0	18.0	9.0		
Other - up to 20 points each criteria (value 10% of total)																					
a	Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity	10.0	14.0	2.0	10.0	10.0	14.0	2.0	10.0	10.0	14.0	2.0	10.0	10.0	14.0	2.0	10.0	10.0	14.0		
b	Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	16.0	8.0	10.0	10.0	15.0	0.0	15.0	0.0	15.0	0.0	15.0	0.0	15.0	0.0	15.0	0.0	15.0	0.0		
c	Plan to be responsive to the needs of the local NR DHS/DHS Office, community members, businesses, and local employers	16.0	10.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0	15.0	5.0		
d	Evidence of collaboration with other agencies within the community	4.0	8.0	8.0	12.0	8.0	12.0	8.0	12.0	8.0	12.0	8.0	12.0	8.0	12.0	8.0	12.0	8.0	12.0		
e	Inventory of a plan to be responsive to the needs of the community (including program staff, community members, policy makers, public officials, and businesses) in the catchment area	16.0	8.0	20.0	10.0	20.0	10.0	20.0	10.0	20.0	10.0	20.0	10.0	20.0	10.0	20.0	10.0	20.0	10.0		
subtotal other		62.0	44.0	60.0	47.0	60.0	47.0	60.0	47.0	60.0	47.0	60.0	47.0	60.0	47.0	60.0	47.0	60.0	47.0		
subtotal other at 10%		6.2	4.4	6.0	4.7	6.0	4.7	6.0	4.7	6.0	4.7	6.0	4.7	6.0	4.7	6.0	4.7	6.0	4.7		
Grand Total		344.0	302.0	344.0	302.0	344.0	302.0	344.0	302.0	344.0	302.0	344.0	302.0	344.0	302.0	344.0	302.0	344.0	302.0		
Grand Total at Percentage		70.4	61.2	70.4	61.2	70.4	61.2	70.4	61.2	70.4	61.2	70.4	61.2	70.4	61.2	70.4	61.2	70.4	61.2		

Bidder 1 - K. Booth
 Bidder 2 - E. Whealley
 Bidder 3 - S. Foley
 Bidder 4 - J. Harrington

Total Score
 Bidder 1 = 1317.0
 Bidder 2 = 1190.0
 Bidder 3 = 9.0
 Bidder 4 = 0.0

Score %
 Bidder 1 = 263.8
 Bidder 2 = 237.5
 Bidder 3 = 0.0
 Bidder 4 = 0.0

Recommendations
 Grand Total at Percentage
 Bidder 1 = 14.3
 Bidder 2 = 16.0
 Bidder 3 = 9.3
 Bidder 4 = 16.3
 Bidder 5 = 14.5
 Bidder 6 = 17.0
 Bidder 7 = 13.3
 Bidder 8 = 15.0
 Bidder 9 = 13.5
 Bidder 10 = 14.5
 Bidder 11 = 17.3
 Bidder 12 = 12.8
 Bidder 13 = 12.5
 Bidder 14 = 16.5
 Bidder 15 = 5.8
 Bidder 16 = 64.8
 Bidder 17 = 18.425
 Bidder 18 = 9.3
 Bidder 19 = 14.0
 Bidder 20 = 15.3
 Bidder 21 = 9.3
 Bidder 22 = 16.5
 Bidder 23 = 6.4
 Bidder 24 = 262.8
 Bidder 25 = 65.9

Total Bid Sums Conway

RFP #13-DCYF-SOB-RR-05 Child Care Resource & Referral Program
Seacoast Catchment area

Categories	Scorer 1 - K. Booth		Scorer 2 - E. Wheatley		Scorer 3 - S. Foley		Scorer 4 - J. Harrington		Scorer 5 -		Average 1	Average 2	Average 3	Average 4	
	NHCAA	SNHS	Bid 3	Bid 4	NHCAA	SNHS	Bid 3	Bid 4	NHCAA	SNHS					Bid 3
Overall Review - up to 20 points each criteria (value 10% of total)	18	20	20	20	15	20	15	15	15	15	17.0	18.8	0.0	0.0	
Conformity in form and format to instructions contained in the RFP	14	20	12	15	10	20	10	15	15	15	12.8	17.5	0.0	0.0	
Services proposed in response to proposal specifications	16	14	15	16	10	15	10	15	15	14.0	15.0	0.0	0.0		
Qualifications and adequacy of staffing	8	20	10	17	10	20	10	15	15	10.8	16.0	0.0	0.0		
Demonstrated capacity of the agency to implement the program	12	10	12	10	15	15	15	15	15	13.5	12.5	0.0	0.0		
Cost effectiveness of proposal	6.5	6.4	6.5	6.9	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0		
Experience - up to 20 points each criteria (value 25% of total)	16.0	20.0	10.0	20.0	10.0	20.0	10.0	20.0	15.0	15.0	12.8	16.8	0.0	0.0	
Past experience of the Bidder in providing this or a similar service	12.0	18.0	10.0	20.0	10.0	20.0	10.0	20.0	15.0	15.0	11.8	18.3	0.0	0.0	
Past experience of the Bidder in working with the child care community and parent population	16.0	20.0	10.0	20.0	10.0	20.0	10.0	20.0	15.0	15.0	12.8	17.5	0.0	0.0	
Demonstrated capacity to provide services within the catchment area	16.0	20.0	15.0	15.0	10.0	20.0	10.0	20.0	15.0	15.0	14.0	17.5	0.0	0.0	
Demonstrated ability to work with the Department	10.0	18.0	10.0	14.0	10.0	20.0	10.0	20.0	15.0	15.0	11.3	16.8	0.0	0.0	
Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames	20.0	20.0	18.0	20.0	15.0	15.0	15.0	15.0	15.0	15.0	17.0	17.5	0.0	0.0	
Presentation of a preliminary work plan including a realistic timeline for project implementation	10.0	16.0	18.0	20.0	10.0	15.0	10.0	15.0	15.0	13.3	16.5	0.0	0.0		
Presentation of an outreach plan to maximize utilization of services within the catchment area	20.0	20.0	15.0	16.0	10.0	15.0	10.0	15.0	15.0	15.0	15.0	16.5	0.0	0.0	
Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time	14.0	16.0	10.0	12.0	15.0	15.0	15.0	15.0	15.0	13.5	14.5	0.0	0.0		
Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	16.0	10.0	10.0	12.0	15.0	15.0	15.0	15.0	15.0	14.0	14.3	0.0	0.0		
Cost and Resources - up to 20 points each criteria (value 30% of total)	60.0	62.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0		
Subtotal program description at 25%	20.0	20.5	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	18.2	18.8	0.0	0.0	
Subtotal program description at 30%	18.0	12.0	20.0	20.0	15.0	18.0	15.0	15.0	15.0	17.0	16.3	0.0	0.0		
The accuracy and completeness of the budget and budget narrative	12.0	10.0	10.0	10.0	10.0	15.0	10.0	15.0	15.0	11.8	12.5	0.0	0.0		
The acceptability of the line item costs as detailed in the budget narrative	14.0	16.0	18.0	15.0	10.0	15.0	10.0	15.0	15.0	14.5	15.3	0.0	0.0		
A cost effective approach to providing the proposed service	12.0	14.0	12.0	15.0	10.0	15.0	10.0	15.0	15.0	12.3	14.8	0.0	0.0		
Staff resources of the Bidder to effectively administer and operate the program	8.0	12.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0		
Ability to obtain financial and economic resources from other sources to support this program	64.0	64.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	61.3	60.3	0.0	0.0	
Subtotal cost and resources	19.2	19.2	19.0	19.0	19.0	19.0	19.0	19.0	19.0	18.4	20.8	0.0	0.0		
Subtotal cost and resources at 30%	10.0	20.0	2.0	20.0	15.0	15.0	15.0	15.0	15.0	10.5	17.5	0.0	0.0		
Other - up to 20 points each criteria (value 10% of total)	16.0	18.0	10.0	18.0	15.0	15.0	15.0	15.0	15.0	14.0	17.8	0.0	0.0		
Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity	16.0	18.0	10.0	18.0	15.0	15.0	15.0	15.0	15.0	15.3	15.5	0.0	0.0		
Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	4.0	20.0	8.0	18.0	15.0	18.0	15.0	15.0	15.0	10.5	17.8	0.0	0.0		
Plan to be responsive to the needs of the local NHDPHS District Office, community members, businesses, and local employers	6.0	18.0	6.0	18.0	6.0	18.0	6.0	18.0	6.0	6.0	6.0	6.0	6.0		
Evidence of collaboration with other agencies within the community incorporation of a plan to be responsive to the needs of providers, DCYF and other staff, families, and community members (including agencies, policy makers,	6.0	18.0	6.0	18.0	6.0	18.0	6.0	18.0	6.0	6.0	6.0	6.0	6.0		
Subtotal other	6.2	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.7	8.5	0.0	0.0		
Subtotal other at 10%	344.0	416.0	311.0	398.0	285.0	426.0	376.0	376.0	376.0	263.3	322.3	0.0	0.0		
Grand Total	68.7	81.1	82.2	77.3	84.3	84.3	84.3	84.3	84.3	65.7	76.5	0.0	0.0		

Recommendation

Bidder 1 - K. Booth
 Bidder 2 - E. Wheatley
 Bidder 3 - S. Foley
 Bidder 4 - J. Harrington

Total Score
 Bidder 1 = 262.7
 Bidder 2 = 317.8
 Bidder 3 = 0.0

Score @ %
 Bidder 1 = 44%
 Bidder 2 = 56%
 Bidder 3 = 0.0

Total Bid Sums Seacoast

FP 113-DCYF-COB-RR-05 Berlin/Litton D.O. Catchment Area R&R Categories

Overall Review - up to 20 points each criteria (value 10% of total)	Bidder 1 - K. Booth		Bidder 2 - E. Wheatley		Bidder 3 - S. Foley		Bidder 4 - J. Harrington		Average 1	Average 2	Average 3	Average 4
	NHCAA W/MCC Bid 3	NHCAA W/MCC Bid 4	NHCAA W/MCC Bid 3	NHCAA W/MCC Bid 4	NHCAA W/MCC Bid 3	NHCAA W/MCC Bid 4	NHCAA W/MCC Bid 3	NHCAA W/MCC Bid 4				
Conformity in form and format to instructions contained in the RFP	18.0	20.0	20.0	18.0	18.0	14.0	15.0	15.0	17.8	16.8	0.0	0.0
Services proposed in response to proposal specifications	14.0	12.0	10.0	12.0	13.0	12.0	15.0	15.0	13.0	12.8	0.0	0.0
Qualifications and adequacy of staffing	16.0	20.0	12.0	15.0	10.0	15.0	15.0	15.0	13.3	16.3	0.0	0.0
Demonstrated capacity of the agency to implement the program	8.0	14.0	10.0	12.0	10.0	14.0	15.0	15.0	10.6	13.6	0.0	0.0
Cost effectiveness of proposal	14.0	16.0	12.0	5.0	15.0	10.0	15.0	15.0	14.0	11.5	0.0	0.0
Experience - up to 20 points each criteria (value 25% of total)	7.0	8.2	8.4	8.2	8.6	8.5	8.6	8.5	6.9	7.1	0.0	0.0
Past experience of the Bidder in providing this or a similar service	10.0	14.0	10.0	17.0	10.0	14.0	15.0	15.0	11.3	15.0	0.0	0.0
Past experience of the Bidder in working with the child care community and parent population	12.0	10.0	10.0	12.0	10.0	14.0	15.0	15.0	11.8	12.8	0.0	0.0
Demonstrated capacity to provide services within the catchment area	14.0	12.0	10.0	12.0	10.0	12.0	15.0	15.0	12.3	12.8	0.0	0.0
Demonstrated ability to work with the Department	16.0	16.0	15.0	5.0	10.0	10.0	15.0	15.0	14.0	11.5	0.0	0.0
Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames	10.0	16.0	10.0	15.0	10.0	10.0	15.0	15.0	11.3	14.5	0.0	0.0
Program Description - up to 20 points each criteria (value 25% of total)	82.0	70.0	82.0	70.0	82.0	70.0	82.0	70.0	80.5	86.5	0.0	0.0
subtotal overall review	15.2	17.5	15.2	15.3	15.2	15.3	15.2	15.3	15.125	16.625	0.0	0.0
subtotal at 10%	1.52	1.75	1.52	1.53	1.52	1.53	1.52	1.53	1.5125	1.6625	0.0	0.0
subtotal at 25%	3.80	4.375	3.80	3.825	3.80	3.825	3.80	3.825	3.78125	4.15625	0.0	0.0
Program Description - up to 20 points each criteria (value 25% of total)	20.0	10.0	18.0	14.0	15.0	15.0	15.0	15.0	17.0	13.5	0.0	0.0
Presentation of a preliminary work plan including a realistic timeline for project implementation	10.0	16.0	18.0	18.0	10.0	15.0	15.0	15.0	13.3	16.0	0.0	0.0
Presentation of an outreach plan to maximize utilization of services within the catchment area	20.0	12.0	15.0	0.0	10.0	10.0	15.0	15.0	15.0	9.3	0.0	0.0
Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time frame	14.0	12.0	5.0	16.0	15.0	20.0	15.0	15.0	12.3	16.3	0.0	0.0
Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	18.0	8.0	8.0	8.0	10.0	10.0	15.0	15.0	11.5	10.3	0.0	0.0
Cost and Resources - up to 20 points each criteria (value 30% of total)	20.0	14.5	20.0	14.5	15.0	17.5	15.0	18.5	17.25	16.3125	0.0	0.0
The accuracy and completeness of the budget and budget narrative	18.0	8.0	20.0	10.0	15.0	10.0	15.0	10.0	17.0	9.5	0.0	0.0
The acceptability of the line item costs as detailed in the budget narrative	12.0	14.0	10.0	4.0	10.0	0.0	15.0	15.0	11.8	8.3	0.0	0.0
A cost effective approach to providing the proposed service	14.0	16.0	18.0	10.0	10.0	10.0	15.0	15.0	14.3	12.8	0.0	0.0
Staff resources of the Bidder to effectively administer and operate the program	12.0	14.0	15.0	10.0	15.0	10.0	15.0	15.0	14.3	12.3	0.0	0.0
Ability to obtain financial and additional resources from other sources to support this program	8.0	14.0	0.0	14.0	0.0	10.0	15.0	15.0	5.8	13.3	0.0	0.0
subtotal cost and resources	64.0	66.0	63.0	48.0	60.0	40.0	75.0	70.0	63.0	56.0	0.0	0.0
subtotal at 10%	6.40	6.60	6.30	4.80	6.00	4.00	7.50	7.00	6.30	5.60	0.0	0.0
subtotal at 20%	12.80	13.20	12.60	9.60	12.00	8.00	14.00	14.00	12.60	11.20	0.0	0.0
Other - up to 20 points each criteria (value 10% of total)	10.0	14.0	2.0	5.0	10.0	15.0	15.0	15.0	9.3	12.3	0.0	0.0
Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity	16.0	8.0	10.0	10.0	15.0	10.0	15.0	15.0	14.0	10.8	0.0	0.0
Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	16.0	10.0	15.0	12.0	15.0	10.0	15.0	15.0	15.3	11.8	0.0	0.0
Plan to be responsive to the needs of the local NH DHHS District Office, community members, businesses, and local employers	4.0	6.0	8.0	14.0	12.0	12.0	15.0	15.0	9.8	11.8	0.0	0.0
Evidence of collaboration with other agencies within the community	16.0	6.0	20.0	8.0	15.0	12.0	15.0	15.0	16.5	10.3	0.0	0.0
Inclusion of a plan to be responsive to the needs of providers, DO and NHEP staff, families, and community members (including agencies, policy makers, public officials, and businesses) in the catchment area	62.0	44.0	62.0	44.0	62.0	44.0	62.0	44.0	64.8	56.8	0.0	0.0
subtotal other	6.20	4.40	6.20	4.40	6.20	4.40	6.20	4.40	6.5	5.7	0.0	0.0
subtotal at 10%	0.62	0.44	0.62	0.44	0.62	0.44	0.62	0.44	0.65	0.57	0.0	0.0
Grand Total	338.0	320.0	338.0	278.0	338.0	294.0	375.0	370.0	257.3	244.5	0.0	0.0
Grand Total at Percentage	87.3	84.4	87.3	73.5	87.3	76.8	96.8	94.5	64.6	62.5	0.0	0.0

RFP #13-DCYF-CDB-RR-05 Child Care Resource & Referral Program

Southern D.O. Catchment Area R&R Tabulated Evaluation Form	Scorer 1 - K. Booth				Scorer 2 - E. Wheatley				Scorer 3 - S. Foley				Scorer 4 - J. Harrington				Scorer 5 -				Average 1	Average 2	
	NHCAA	SNHS	Bid 3	Bid 4	NHCAA	SNHS	Bid 3	Bid 4	NHCAA	SNHS	Bid 3	Bid 4	NHCAA	SNHS	Bid 3	Bid 4	NHCAA	SNHS	Bid 3	Bid 4			Average 1
Overall Review - up to 20 points each criteria (value 10% of total)																							
a Conformity in form and format to instructions contained in the RFP	20	12			20	18			15.0	15.0			15.0	15			15.0	15			17.5	15.0	
b Services proposed in response to proposal specifications	14	20			12	20			13.0	10.0			15.0	15			15.0	15			13.5	16.3	
c Qualifications and adequacy of staffing	14.0	18			15	20			10.0	15.0			18.0	15			16.0	15			14.3	16.5	
d Demonstrated capacity of the agency to implement the program	20	20			10	20			10.0	20.0			18.0	15			18.0	15			14.5	18.8	
e Cost effectiveness of proposal	4	18			60	20			0.0	10.0			10.0	15			10.0	15			18.5	15.8	
subtotal overall review	72.0	88.0	0.0	0.0	117.0	98.0	0.0	0.0	48.0	70.0	0.0	0.0	76.0	75.0	0.0	0.0	75.0	75.0	0.0	0.0	76.3	82.3	
subtotal at 10%	7.2	8.8	0.0	0.0	11.7	9.8	0.0	0.0	4.8	7.0	0.0	0.0	7.6	7.5	0.0	0.0	7.5	7.5	0.0	0.0	7.8	8.2	
Experience - up to 20 points each criteria (value 25% of total)																							
a Past experience of the Bidder in providing this or a similar service	20.0	20.0			10.0	20.0			10.0	20.0			17.0	15.0			17.0	15.0			14.3	18.8	
b Past experience of the Bidder in working with the child care community and parent population	20.0	20.0			10.0	20.0			10.0	20.0			17.0	15.0			17.0	15.0			14.3	18.8	
c Demonstrated capacity to provide services within the catchment area	20.0	20.0			10.0	20.0			10.0	20.0			17.0	15.0			17.0	15.0			14.3	18.8	
d Demonstrated ability to work with the Department	20.0	20.0			15.0	20.0			10.0	20.0			17.0	15.0			17.0	15.0			15.5	18.8	
e Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames	18.0	20.0			10.0	20.0			10.0	20.0			17.0	15.0			17.0	15.0			13.3	18.8	
subtotal experience	96.0	100.0	0.0	0.0	55.0	100.0	0.0	0.0	50.0	100.0	0.0	0.0	65.0	75.0	0.0	0.0	65.0	75.0	0.0	0.0	71.5	93.8	
subtotal at 25%	24.0	25.0	0.0	0.0	13.8	25.0	0.0	0.0	12.5	25.0	0.0	0.0	16.3	18.8	0.0	0.0	16.3	18.8	0.0	0.0	17.9	23.4	
Program Description - up to 20 points each criteria (value 35% of total)																							
a Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP	16.0	20.0			18.0	20.0			15.0	15.0			15.0	15.0			15.0	15.0			16.0	17.5	
b Presentation of a preliminary work plan including a realistic timeline for project implementation	16.0	20.0			18.0	18.0			10.0	20.0			15.0	15.0			15.0	15.0			14.8	18.3	
c Presentation of an outreach plan to maximize utilization of services within the catchment area	20.0	20.0			15.0	17.0			10.0	20.0			15.0	15.0			15.0	15.0			15.0	18.0	
d Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time	20.0	20.0			10.0	20.0			15.0	20.0			15.0	15.0			15.0	15.0			15.0	18.6	
e Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	12.0	0.0			10.0	0.0			15.0	0.0			15.0	0.0			15.0	0.0			13.0	3.8	
subtotal program description	64.0	60.0	0.0	0.0	71.0	75.0	0.0	0.0	63.0	70.0	0.0	0.0	75.0	75.0	0.0	0.0	75.0	75.0	0.0	0.0	73.8	76.25	
subtotal at 35%	21.0	20.0	0.0	0.0	17.8	18.8	0.0	0.0	15.8	17.5	0.0	0.0	18.8	18.8	0.0	0.0	18.8	18.8	0.0	0.0	18.4	19.1	
Cost and Resources - up to 20 points each criteria (value 30% of total)																							
a The accuracy and completeness of the budget and budget narrative	10.0	18.0			20.0	20.0			15.0	20.0			17.0	18.0			17.0	18.0			15.5	19.0	
b The acceptability of the line item costs as detailed in the budget narrative	12.0	14.0			10.0	20.0			0.0	15.0			10.0	18.0			10.0	18.0			8.0	16.8	
c A cost effective approach to providing the proposed service	4.0	18.0			18.0	20.0			0.0	18.0			10.0	18.0			10.0	18.0			8.0	18.5	
d Open resources of the provider to supplement government and/or other program	20.0	16.0			12.0	20.0			10.0	15.0			15.0	15.0			15.0	15.0			14.3	16.5	
e Ability to obtain financial and nonfinancial resources from other sources to support this program	4.0	16.0			0.0	0.0			0.0	20.0			8.0	15.0			8.0	15.0			3.0	12.8	
subtotal cost and resources	50.0	82.0	0.0	0.0	60.0	80.0	0.0	0.0	25.0	88.0	0.0	0.0	60.0	84.0	0.0	0.0	60.0	84.0	0.0	0.0	48.8	83.5	
subtotal at 30%	15.0	24.6	0.0	0.0	18.0	24.0	0.0	0.0	7.5	26.4	0.0	0.0	18.0	25.2	0.0	0.0	18.0	25.2	0.0	0.0	14.8	25.1	
Other - up to 20 points each criteria (value 10% of total)																							
a Creative response to meeting the unique needs of the community to be served such as, but not limited to, English proficiency and cultural diversity	12.0	20.0			2.0	20.0			10.0	15.0			15.0	15.0			15.0	15.0			9.8	17.5	
b Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	10.0	16.0			10.0	18.0			15.0	20.0			15.0	15.0			15.0	15.0			12.5	17.3	
c Plan to be responsive to the needs of the local NH DHHS District Office, community members, businesses, and local employers	14.0	16.0			16.0	16.0			20.0	20.0			15.0	15.0			15.0	15.0			16.8	17.6	
d Evidence of collaboration with other agencies within the community	0.0	20.0			8.0	19.0			15.0	20.0			15.0	15.0			15.0	15.0			9.5	18.5	
e Inclusion of a plan to be responsive to the needs of providers, DOJ and NHREP staff, families, and community members (including agencies, policy makers,	18.0	18.0			20.0	18.0			15.0	20.0			15.0	15.0			15.0	15.0			17.0	18.0	
subtotal other	54.0	82.0	0.0	0.0	66.0	84.0	0.0	0.0	75.0	85.0	0.0	0.0	75.0	75.0	0.0	0.0	75.0	75.0	0.0	0.0	65.5	89.0	
subtotal at 10%	5.4	8.2	0.0	0.0	6.6	8.4	0.0	0.0	7.5	8.5	0.0	0.0	7.5	7.5	0.0	0.0	7.5	7.5	0.0	0.0	6.6	8.9	
Grand Total	356.0	440.0	0.0	0.0	361.0	447.0	0.0	0.0	263.0	428.0	0.0	0.0	371.0	384.0	0.0	0.0	371.0	384.0	0.0	0.0	298.5	342.5	
Grand Total at Percentage Recommendations	72.6	87.4	0.0	0.0	87.0	87.0	0.0	0.0	48.8	88.7	0.0	0.0	73.1	77.7	0.0	0.0	73.1	77.7	0.0	0.0	65.3	84.7	

Total Score
Bidder 1 = 4444
Bidder 2 = 3367
Bidder 3 = 0.0
Bidder 4 = 0.0

Score @ %
Bidder 1 = 261.3
Bidder 2 = 336.7
Bidder 3 = 0.0
Bidder 4 = 0.0

Total Bid Sums Southern

RFP #13-DCYF-CDB-RR-05 Child Care Resource & Referral Program Cochester D.O. Catchment Area R&R Tabulated Evaluation Form	Scorer 1 - K. Booth		Scorer 2 - E. Whalley		Scorer 3 - S. Foley		Scorer 4 - J. Harrington		Scorer 5 -	
	NHCAA	SNHS/CAP/ISC Bid 4	NHCAA	SNHS/CAP/ISC Bid 4	NHCAA	SNHS/CAP/ISC Bid 4	NHCAA	SNHS/CAP/ISC Bid 4	NHCAA	SNHS/CAP/ISC Bid 4
Overall Review - up to 20 points each criteria (value 10% of total)	18	20	10	10	15.0	20.0	10.0	10.0	15.0	15.0
Conformity in form and format to instructions contained in the RFP	14	20	14	12.0	13.0	20.0	12.0	15.0	15.0	15.0
Services proposed in response to proposal specifications	12	18	12	15.0	10.0	15.0	10.0	15.0	15.0	15.0
Qualifications and adequacy of staffing	8	20	16	10.0	17.0	15.0	10.0	15.0	15.0	15.0
Demonstrated capacity of the agency to implement the program	14	18	18	12.0	15.0	14.0	10.0	15.0	15.0	15.0
Cost effectiveness of proposal	6.0	6.0	7.0	6.9	6.2	6.3	6.0	6.3	6.0	6.0
subtotal overall review	6.6	7.0	6.9	6.2	6.3	6.0	6.3	6.0	6.0	6.0
subtotal at 10%	6.6	7.0	6.9	6.2	6.3	6.0	6.3	6.0	6.0	6.0
Experience - up to 20 points each criteria (value 25% of total)	12.0	20.0	12	10.0	20.0	12	10.0	20.0	10	15
Past experience of the Bidder in providing this or a similar service	14.0	18.0	12	10.0	20.0	15	10.0	20.0	14	15
Past experience of the Bidder in working with the child care community and parent population	16.0	20.0	20	10.0	20.0	15	10.0	20.0	14	15
Demonstrated capacity to provide services within the catchment area	16.0	20.0	12	15.0	15.0	10	10.0	20.0	10	15
Demonstrated ability to work with the Department	10.0	20.0	10	10.0	14.0	8	10.0	20.0	10	15
Demonstrated program management and organizational ability of the applicant agency to carry out the proposed service within the required time-frames	8.0	9.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0
subtotal experience	17.0	24.5	16.5	15.0	22.0	15.0	17.5	25.0	14.5	18.8
subtotal at 25%	17.0	24.5	16.5	15.0	22.0	15.0	17.5	25.0	14.5	18.8
Program Description - up to 20 points each criteria (value 25% of total)	20.0	20.0	14	18.0	20.0	12	15.0	20.0	10	15
Presentation of a complete and detailed program description, that is responsive to the RFP, but does not simply restate the language of the RFP	10.0	16.0	10	18.0	20.0	10	10.0	20.0	10	15
Presentation of a preliminary work plan including a realistic timeline for project implementation	20.0	20.0	12	15.0	16.0	12	10.0	20.0	10	15
Presentation of an outreach plan to maximize utilization of services within the catchment area	20.0	20.0	12	15.0	16.0	12	10.0	20.0	10	15
Demonstrated capacity to manage the computer aspects of the program or presentation of a clear plan to develop that ability within a reasonable time frame	18.0	18.0	10	10.0	12.0	10	15.0	20.0	5	15
Presentation of a clearly stated evaluation process and quantifiable outcome measures at acceptable levels for both the recruitment and training portions of the program	12.0	10.0	4	10.0	17.0	8	15.0	15.0	10	15
subtotal program description	18.0	20.0	10	17.0	20.0	10	15.0	20.0	10	15
subtotal at 25%	18.0	20.0	10	17.0	20.0	10	15.0	20.0	10	15
Cost and Resources - up to 20 points each criteria (value 30% of total)	18.0	12.0	12	20.0	20.0	16	15.0	15.0	10	15
The accuracy and completeness of the budget and budget narrative	12.0	18.0	14	10.0	14.0	10	10.0	15.0	10	15
The acceptability of the line item costs as detailed in the budget narrative	14.0	20.0	10	18.0	15.0	14	10.0	15.0	10	15
A cost effective approach to providing the proposed service	10.0	14.0	18	12.0	15.0	18	10.0	15.0	10	15
Staff resources of the Bidder to effectively administer and operate the program	8.0	6.0	8	0.0	0.0	10	0.0	5.0	10	15
Ability to obtain financial and additional resources from other sources to support this program	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
subtotal cost and resources	18.6	20.4	18.0	18.0	19.2	20.4	19.5	19.5	15.0	22.5
subtotal at 30%	18.6	20.4	18.0	18.0	19.2	20.4	19.5	19.5	15.0	22.5
Other - up to 20 points each criteria (value 10% of total)	10.0	20.0	8	2.0	20.0	6	6.0	10.0	5	15
Creative response to meeting the unique needs of the community to be served such as, but not limited to: English, proficiency and cultural diversity	16.0	18.0	6	10.0	18.0	6	15.0	20.0	5	15
Demonstrated plan to be responsive to the increased need for infant care, special needs care, and child care during non-traditional hours	18.0	14.0	20	15.0	18.0	20	15.0	15.0	15	15
Plan to be responsive to the needs of the local NPI DRHS District Office, community members, businesses, and local employers	4.0	20.0	10	8.0	18.0	10	15.0	15.0	10	15
Evidence of collaboration with other agencies within the community	18.0	18.0	10	20.0	18.0	16	15.0	15.0	10	15
Inventory of plan to be responsive to the needs of providers, DO and other staff, families, and community members (including agencies, policy makers, public officials, and businesses) in the	6.2	9.0	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4
subtotal other	6.2	9.0	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4
subtotal at 10%	6.2	9.0	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4
Grand Total	376.0	434.0	300.0	370.0	417.0	301.0	370.0	425.0	252.0	375.0
Grand Total at Percentage	87.9	84.0	59.4	61.9	80.1	60.5	60.5	84.8	60.7	60.0

Bidder 1 - K. Booth
 Bidder 2 - E. Whalley
 Bidder 3 - S. Foley
 Bidder 4 - J. Harrington

Total Score
 Bidder 1 = 1311.0
 Bidder 2 = 1646.0
 Bidder 3 = 1228.0
 Bidder 4 = 0.0

Score @ %
 Bidder 1 = 260.5
 Bidder 2 = 323.9
 Bidder 3 = 245.0
 Bidder 4 = 0.0

Subject: Child Care Resource and Referral

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 Health and Human Services Division for Children, Youth and Families		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301	
1.3 Contractor Name Lakes Region Community Services		1.4 Contractor Address 719 N. Main Street Laconia, NH 03246	
1.5 Contractor Phone Number 603-524-8811	1.6 Account Number 05-95-42-421110-29780000	1.7 Completion Date June 30, 2015	1.8 Price Limitation \$163,666.00
1.9 Contracting Officer for State Agency John H. Harrington		1.10 State Agency Telephone Number 603-271-9540	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Christine Santaniello, Executive Director	
1.13 Acknowledgement: State of NH County of <u>Belknap</u> On <u>4/20/13</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.			
I, <u>Rebecca L Bryant</u> County Public or Justice of the Peace			
I, <u>Rebecca L Bryant, Justice of the Peace</u> County Public or Justice of the Peace			
I, <u>Maggie Bishop (CEO)</u> County Public or Justice of the Peace		1.15 Name and Title of State Agency Signatory Maggie Bishop, Director	
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) By: _____ On: _____			
1.18 Approval by the Governor and Executive Council 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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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.

Contractor Initials: CS
Date: 4/30/13

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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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 \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance 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 fifteen (15) 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

Contractor Initials: CLB
Date: 4/20/13

certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

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**

DATE: March 19, 2013

CONTRACT: CC Resource and Referral Programs for DCYF Laconia catchment area

CONTRACT PERIOD: July 1, 2013 to June 30, 2015

CONTRACTOR NAME: Lakes Region Community Services

ADDRESS: 719 N. Main Street

Laconia, NH 03246

TELEPHONE: 603-524-8811

REPRESENTATIVE: Christine Santaniello

TITLE: Executive Director

1. Provisions Applicable To All Services

The Contractor hereafter agrees:

- 1.1 That, to the extent future legislative action by the New Hampshire General Court or Federal or State court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Contract so as to achieve compliance therewith, in which event the price limitations for such Service(s) shall be renegotiated;
- 1.2 To use its best efforts to apply for any and all appropriate public and private sources of funds that are applicable to the funding of the Services described herein. Appropriate records shall be maintained by the Contractor to document actual funds received or denials of funding from such sources of funds;
- 1.3 To complete the full scope of services in Exhibit A; and
- 1.4 To serve families and providers in the Laconia District Office (DO) catchment area (hereinafter "catchment area") in need of child care resource, referral, recruitment, and/or educational training.

2. Services To Be Provided:

2.1 Perform the services of this contract in accordance with the following program goals:

- a. Ensure that high quality, culturally competent, Child Care Resource & Referral (CCR&R) services are known and accessible to the widest possible number of families, providers, businesses and community members within the catchment area, including services to limited English proficient families and providers, and in consideration of a variety of diversity issues;

Contractor Initials: CS

Date: 4/30/13

- b. Serve as a resource of data and information regarding early care and education (ECE);
- c. Provide high quality referrals and consumer education to families seeking child care including but not limited to families receiving NH child care scholarship funds or who are on a wait list to do so;
- d. Prioritize the accessibility of high quality care within the catchment area through targeted technical assistance to child care providers to improve quality for families receiving child care scholarship funds.
- e. Positively impact the quality of child care within the catchment area by providing professional development for child care providers, which is focused on the Early Childhood Core Knowledge Areas.
- f. Use technology as appropriate and feasible for purposes that may include, but not be limited to providing referrals and consumer information to families, training to child care providers, attending meetings, and information dissemination.

Outreach

2.2 Outreach to the catchment area by:

- a. Operating offices located within the catchment area. Office hours shall be 8:30-4:30, Monday through Friday and shall be publicized in all correspondence. Walk-ins shall be welcomed, as well as clients seeking services via phone calls;
- b. Providing a toll free number to allow families and providers access to services. This number shall have voicemail that gives the caller hours of operation, the address of the Child Care Aware of NH website, and the option to leave a message for a call back from the CCR&R Specialist. All calls shall be returned within 24 hours on normal business days, Monday-Friday;
- c. Being accessible by e-mail. CCR&R e-mail addresses are printed on all correspondence that is given out to families, providers, and community members;
- d. Utilizing the Internet and e-mails to provide clients with referrals, share important updates and information with providers. Families shall be able to access CCR&R information via the Child Care Aware® of NH website at: www.nh.childcareaware.org.
- e. Maintaining a strong, working relationship with the staff of the catchment area DCYF District Offices, the New Hampshire Employment Program (NHEP), Workplace Success Program, Family Resource Center and the Working Futures Program. CCR&R shall attend all NHEP Orientations for FANF clients and shall make regular visits to the catchment area's local District Office (DO). CCR&R shall be available via phone, e-mail or in-person to work closely with these afore mentioned entities to make sure that the needs of all families, including families receiving FANF, are being met;
- f. Attending all NHEP Orientations where participants attending have children under the age of thirteen (13) years old. At each orientation, the NHEP participants receive information that shall include, but not be limited to, information on quality indicators of child care, interviewing a child care provider and children's growth, and development. If an NHEP

Contractor Initials: CS

Date: 4/30/13

participant or DO client cannot access services of the CCR&R via phone or e-mail, CCR&R is able to provide an onsite referral at the NHEP office or the DO;

- g. Provide targeted technical assistance (TA) to child care programs to improve quality through consultation, coaching and mentoring. Required focus areas for TA are Early Learning Guidelines, Strengthening Families, Emergency Preparedness, and Teacher Competency. Areas of TA shall include but not be limited to health and safety, infant, toddler, and preschool care, inclusion, teaching dual language learners, understanding developmental screenings and/or observational tools for program improvement purposes, and business management purposes.
- h. Establishing within 90 days of this contract, a Memorandum of Agreement (MOA) with the catchment area's local Family Resource Center (FRC), which shall include referring clients to each other's programs and use of FRC space for provider trainings. The MOA shall also include an understanding that FRC staff are invited to all trainings provided by CCR&R and all staff from CCR&R can participate in trainings offered by the FRC that would be beneficial to the professional development of CCR&R staff;
- i. Establishing and maintaining a strong working relationship with the Child Development Bureau (CDB). Representative from the CCR&R catchment area shall attend monthly meetings of the CCR&R Network, Child Care Aware® of NH and the catchment area's CCR&R manager shall meet with the Child Care Program Improvement Specialist as scheduled during site visits. Catchment area CCR&R shall also contact the CDB when needed for technical assistance and is available to answer any questions or needs CDB staff may have;
- j. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis:
 - (1) The number of on-site targeted technical assistance visits to providers: center, licensed, licensed family, licensed exempt family child care, and potential providers;
- k. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis:
 - (1) The number of visits made to the DOs and NHEP offices and the nature of those visits; and
 - (2) The number of NHEP Orientations attended and the number not attended along with the reason why the Orientation was not attended or held.

Resource

2.3 Serve as a resource to the catchment area by:

- a. Serving as a community resource for DHHS, local and national organizations, agencies, policy makers, public officials, businesses, and community members in the area of data and information regarding child care issues including, but not limited to, supply and demand. CCR&R shall be available to provide resource information at local events within the catchment area's;
- b. Collecting data and assisting the Program Improvement Specialist in maintaining an up to date National Association of Child Care Resource and Referral Agencies (NACCRRA)

Contractor Initials: CS

Date: 4/30/13

Suite of Data Services (SDS) statewide database. This database shall be updated no less than annually. The CCR&R Specialist shall complete at least 80%, in most cases more than 80%, of the standardized data fields in the provider, client and community profiles for the catchment area in the statewide database. The CCR&R profiles in the statewide database shall contain information on:

- (1) Child care programs in the CCR&R catchment area's shall include licensed child care centers, licensed family child care providers, and legally operating license-exempt providers, and shall include faith-based programs;
 - (2) Data from each family requesting a child care referral as to the type of care they are seeking, hours of care that is needed, locations of care needed, and any special needs with which the family needs assistance; and
 - (3) Business and community contacts that are recorded in the community section of the database. These contacts include other social service agencies, local officials and policy makers, and potential child care providers that the CCR&R works with towards becoming a legally operating child care provider;
- c. Publishing and distributing a quarterly newsletter that is sent to all child care providers in the NACCRRAware database, local community partners, and potential child care providers who are on the CCR&R mailing list. The newsletter shall:
- (1) Inform child care providers of updates from the CDB, the Child Care Licensing Unit and other CDB contractors, policy issues in child care (both state and national), upcoming local, statewide and national trainings, conferences, workshops, upcoming ECE classes, lists resources for providers, includes a copy of Child Care Aware's "Daily Parent" for providers to copy and share with families, and the quarterly training calendar of upcoming free trainings for counties in the catchment area's; and
 - (2) Be distributed via US mail and e-mail, to all child care providers in the CCR&R catchment area, the CDB and other state entities, and to potential child care providers in the community section of the database. CCR&R shall charge a fee for any for-profit entity to advertise in a hard copy of the CCR&R newsletter. All fees collected for advertisements shall be used to meet the goals of this contract. No more than one page or 10% of the entire newsletter can be devoted to for-profit advertising. The frequency of for-profit advertising shall be at the sole discrepancy of the contracted agency. All electronic or regular correspondence regarding for-profit entities shall include the following statement, "This advertisement does not necessarily represent the views of the NH Department of Health and Human Services, the Division for Children, Youth and Families, or the Child Development Bureau;"
- d. CCR&R shall list all trainings offered for providers on the Child Care Aware® of America website at www.nh.childcareaware.org. CCR&R shall update and/or edit trainings on the Child Care Aware® of NH website on a monthly basis. In addition to the website posting, training calendars shall be included in the CCR&R newsletter that specifically list trainings offered by CCR&R. The CCR&R newsletter reports other statewide and national trainings available to child care providers that meet Child Care Licensing and Credential criteria including. Training updates shall be shared with providers on a regular basis via e-mail, phone, and mail; and

Contractor Initials:

CS

Date:

4/30/13

- e. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for the catchment area:
 - (1) The number of providers whose information was updated and whether or not it was a full or partial update;
 - (2) Responses to the request from DHHS or inform the CDB in its quarterly report when they have responded to such a request; and
 - (3) The date the quarterly newsletter was e-mailed or mailed.

Referral

2.41 Refer families to providers by:

- a. Maintaining a precise and up to date NACCRRRAware statewide database of providers and child care options in the CCR&R catchment area and by providing referrals to families via in-person, over the phone, by e-mail, or via the Child Care Aware® of NH Network website at www.nh.childcareaware.org;
- b. Providing free consumer education materials on quality indicators, licensing information, child growth and development, types of child care, checklists, interviewing child care providers, tax credits for child care, other possible community resources, and subsidies available for child care assistance, in addition to the actual child care referral. All materials and the child care referral will be delivered following the Criteria for Best Practices set forth in NACCRRRA's Quality Assurance Program;
- c. Referring families to child care providers at no charge to the families. CCR&R shall provide the best match for each individual family's needs and preferences. Each family shall receive a minimum of three but no more than fifteen options for child care that will include both licensed and legally license-exempt options, including faith-based programs if applicable to that family's request. CCR&R shall also provide referral options outside the CCR&R catchment area, using the statewide database;
- d. Providing families seeking child care referrals a verbal consultation upon intake of referral and a written resource packet in person, via email, or via US Mail. This referral packet will include consumer education information on child care programs-quality indicators, licensing information, types of child care, checklists, interviewing child care providers, tax credits for child care, and subsidies available for child care assistance, as well as information about the CCR&R and free services available to families;
- e. Working closely with the NHEP Employment Counselor Specialists (ECS) at the NH WORKS office, the local DO staff, and the Child Care Program Improvement Specialist from the CDB to make sure that the child care needs of families being served by the NH DHHS are being met. This shall include regular site visits to both the DO and NHEP and attendance at all NHEP Orientations and visits with the CDB's Child Care Program Improvement Specialist as scheduled;

- f. Assisting NHEP clients:
 - (1) In obtaining and securing child care services as soon as possible by providing child care referrals in a prompt and timely manner and giving each NHEP client consumer education information on choosing quality care;
 - (2) By providing child care referral services at, or in the vicinity of, the NH WORKS office if necessary to do so or at the CCR&R office or via phone or e-mail; and
 - (3) Answering and responding to requests from the NHEP participant or NHEP ECS to provide one-on-one counseling on conducting a child care search and by providing each client with a resource packet that will assist and educate them in the process of selecting quality child care;
- g. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis:
 - (1) The total number of families receiving referrals;
 - (2) The number of families receiving referrals with CCR&R assistance; and
 - (3) The number of FANF clients assisted by the CCR&R;
- h. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis:
 - (1) The number of families receiving referrals via the web;
 - (2) The number of new families served;
 - (3) The number of previous families seeking new information that were served; and
 - (4) The number of families served through the DO; and
- i. Following all current Division of Family Assistance and Department of Health and Human Services confidentiality policies.

Wait List

2.42 Conduct wait list activities that assist families who are eligible to receive NH child care scholarship funds, but who are on or released from a wait list to secure child care services as soon as possible utilizing the following process:

Prioritize providing referrals to families going on the Wait List and/or coming off of the Wait List:

- a. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis:
 - (1) The number of families going on the wait list receiving referrals;

Contractor Initials: CLB

Date: 4/30/13

- (2) The number of families released from the wait list receiving referrals;

Follow-up

2.43 Follow-up surveys shall be completed via telephone, via email or US Mail to families receiving child care referrals in each quarter to achieve follow-up response from at least 20% of the clients served in each quarter. The survey will help the CCR&R Specialist to determine if families have found care that meets their needs and to establish if the program meets the needs of their family. Specific and direct emphasis shall be placed on determining whether families on FANF and the wait list have had their needs met.

- a. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis:
 - (1) The percent of families successfully surveyed;
 - (2) The percent of families surveyed who were successful in finding care;
 - (3) The percent of FANF families who were surveyed who were unsuccessful in finding care; and
 - (4) The percent of families who had all of their child care needs met by the care they chose;
- b. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis:
 - (1) The total number of clients assisted by the CCR&R;
 - (2) The number of FANF clients assisted by the CCR&R;
 - (3) The number of follow-up attempts made;
 - (4) The number of families satisfied with the care they found;
 - (5) The number of families that chose not to use care;
 - (6) The number of families whose search was still in process;
 - (7) The number of families who were unable to locate care;
 - (8) Any child care needs of the family that were not met by their child care choice or options;
 - (9) The number of families who chose care from the referral list(s) they received from the CCR&R;
 - (10) The number of families who found the referrals they received helpful;

Contractor Initials: CLB

Date: 4/30/13

- (11)The number of families who found the consumer education they received over the phone helpful;
- (12)The number of families who found the written or posted consumer education they received or accessed helpful;
- (13)The number of families who report they were able to identify indicators of quality in child care programs; and
- (14)The number of families who report that the CCR&R services were culturally competent.

Recruitment

2.5 Recruit child care providers through targeted technical assistance by:

Providing targeted technical assistance to providers to fill the unmet child care needs in the catchment area's including, but not limited to, infant care, specials needs care, and child care during non-traditional hours; as well as other specific types needed in the above listed catchment area as indicated by the CCR&R's follow up data. Providers should be responsive to a variety of diversity issues within the catchment area to be served.

- a. Reviewing follow-up sheets from families served each quarter to determine their unmet needs and use this information to continue to recruit providers to meet these needs;
- b. Contacting new license exempt providers as identified by the CDB;
- c. Informing and making licensed providers aware of the opportunity to provide Preventive and Protective care by becoming certified in such. CCR&R shall give all interested providers the contact information necessary to pursue this valuable certification;
- d. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis:
 - (1) The number of new providers added to the database, including licensed and license exempt providers; and
 - (2) The number of new child care opportunities created by new and existing providers;

The number of providers who receive targeted technical assistance to change or expand their programs to meet identified needs of infant/toddler care, special needs care and non-traditional hours care

- e. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis:
 - (1) The number of child care providers who closed permanently;
 - (2) The number of child care opportunities lost by provider closings; and

Contractor Initials: *CS*

Date: 4/30/13

- (3) The number of net child care opportunities gained or lost.

Training

2.61 Assure quality training options are available by:

Providing Child Care Basics, Preventing Child Abuse and Neglect (PCAN), Emergency Preparedness, and Strengthening Families trainings that are free of charge. Other trainings may incur a nominal charge. All training shall be accessible to all legally operating child care providers in their catchment area.

- a. Offering trainings that address the Core Knowledge Areas as defined in the publication, the *New Hampshire Early Childhood Professional Development System*. The Core Knowledge Areas that each training covers shall be identified in the training calendar listing the training that each provider receives, the Certificate of Attendance, and stated to the providers at the beginning of each training. CCR&R will offer trainings throughout the contract period that addresses all of the Core Knowledge Areas;
- b. Having the discretion to offer a light breakfast or lunch for trainings that extend more than 4 hours. For trainings that extend 6 hours or more CCR&R may offer both a light breakfast and lunch. A small fee to cover the cost of the meal(s) is appropriate as long as providers have the choice to not pay the fee and bring their own food;
- c. Utilizing a variety of credentialed presenters that are hired for the training workshops to avoid presenting a singular perspective or showing preference to a particular presenter;
- d. Not paying CCR&R staff a consultant fee to teach a workshop in the catchment area's, as providing workshops in their own area is a core service required by CCR&R;
- e. If extenuating circumstances arise, paying staff a consulting fee, for teaching a workshop in the catchment area upon receiving prior written approval from the CDB. An extenuating circumstance may include, but not be limited to: long travel distances, lack of available qualified presenters, or limited regular working hours;
- f. Working and collaborating with Child Care Aware® of NH to annually review the Child Care Basics trainings, which shall result in a standardized set of Child Care Basic trainings;
- g. Updating and keeping current the Child Care Basic training workshop kit assigned to the CCR&R;
- h. Providing the trainings listed in Attachment B within each of the catchment area's;
- i. Informing and educating child care providers on how to access college courses and funding opportunities for tuition assistance that is available through the CDB;
- j. Maintaining working relationships with the CDB and other contractors to maximize the use of training funds by collaborating with and co-sponsoring training events. CCR&R shall pool resources with partners and work to provide funding to child care providers to attend relevant trainings as needed;

Contractor Initials: CS

Date: 4/30/13

- k. Working with contractors, the CDB, and other community training resource partners to plan and implement trainings that will meet the needs of providers in the catchment area;
- l. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis for the catchment area:
 - (1) The number of Child Care Basics trainings offered;
 - (2) The number of attendees at Child Care Basics trainings;
 - (3) The number of other trainings offered; and
 - (4) The number of attendees at other trainings offered by the CCR&R; and
- m. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for the catchment area:
 - (1) The number of collaborative trainings;
 - (2) A list of the specific workshops offered including: the date, location (town), the presenter, their credential, and the number of attendees; and
 - (3) The dates that each of the required trainings are offered.

Technical Assistance

2.62 Provide targeted technical assistance by:

- a. Playing an instrumental role with child care providers in the catchment area's regarding support and technical assistance in identified area. CCR&R shall:

Assist child care providers in the development of their Emergency Preparedness plans, as well as provide suggestions for staff training and encourage practice opportunities such as emergency drills.

- (1) CCR&R shall record in the NACCRRAware database all providers who have completed these trainings and have Emergency Preparedness plans in place by conducting regular follow-up calls to providers to check on their progress in this important area;
- (2) Supporting new and currently operating license exempt providers in their efforts to become licensed providers that increase the number of child care opportunities available;
- (3) Supporting new and existing child care providers who are beginning to self-assess their program quality in hopes of achieving DHHS Licensed-Plus designation. CCR&R shall offer trainings and workshops needed for this certification, i.e. NH Early Learning Guidelines, as well as offer resources and other technical assistance as needed to support child care providers in this improvement process;
- (4) Utilize the Strengthening Families Program self-assessment tool with child care programs to assess program strengths and provide targeted TA to increase program strengths; and

Contractor Initials: CS

Date: 4/30/13

- (5) Utilize the NH Infant Toddler and Preschool Competencies to assess child care program staff teacher competency and provide targeted TA to improve teacher competency; and
- b. Supporting, encouraging, and assisting child care providers and other early childhood professionals to apply for the appropriate level Early Childhood Professional Credential.
- c. On Attachment C or a similar form provided by CDB, report on the following performance measures on a quarterly basis for the catchment area:
 - (1) The number of providers assisted in the licensing process;
 - (2) The number of new credentials awarded; and
 - (3) The number of credentials renewed; and
- d. On Attachment C or a similar form provided by CDB, report the following other data on a quarterly basis for the catchment area:
 - (1) The number of times targeted TA is provided to improve Strengthening Families program assessment results.
 - (2) The number of times targeted TA is provided to improve teacher competency.
 - (3) The number of providers who receive targeted TA to become licensed.
 - (4) The number of times targeted TA is provided for Licensed Plus.
 - (5) The number of times targeted TA is provided for accreditation.

Evaluation

2.63 Evaluate the performance of CCR&R services by:

- a. Ensuring that all participants attending CCR&R workshops or trainings complete an evaluation of said training that assesses the knowledge and skills of the trainer, any new information learned, how the participant will use that new information to increase the quality of care they provide to families and children, whether or not they (the participants) were satisfied with the trainer and the training, the usefulness of the training and suggestions for upcoming trainings that they (the participants) would like to see offered;
- b. Compiling feedback given via the workshop evaluations from participants to plan future trainings based on child care provider needs; and
- c. Surveying providers once a year to assess the delivery of CCR&R services. These surveys shall be delivered to child care providers via the newsletter, e-mail, and mail and will evaluate CCR&R services in the area of referrals given, data provided to parents/families, ease of updating data process, trainings offered, trainings needed, and the cultural competence of the CCR&R services. Data needed to evaluate CCR&R's training services shall also be obtained from workshop evaluations completed by participants in the trainings.

Technology

2.7 Utilize technology and build technological capacity by:

- a. Maintaining Child Care Aware® of America membership(s) for the catchment area;
- b. Using Internet access to connect to the NACCRRRA SDS. CCR&R shall use the NACCRRRA SDS to enter information on clients, child care providers, and community partners, and resources. CCR&R has and will maintain a portion of the contractor's web server to host the NACCRRRA SDS program and data. Full access to the statewide database is available at any time to the Administrator of the CDB and other CDB staff. The Child Care Program Improvement Specialist for the CDB will serve as the Administrator of the NACCRRRA SDS. CCR&R is required to use NACCRRRA SDS to maintain the database and access information;
- c. Advising all clients seeking child care referrals, all child care providers entered into the database, and all community partners and resources entered into the database of the Confidentiality Policy. All clients shall be advised verbally at the time of the actual referral and again in writing through the client letter they receive with their resource packet of CCR&R's Confidentiality Policy. This policy shall require the approval of NH DHHS and meet the standards of the Child Care Aware® of America Criteria for Best Practices.
- d. Regularly updating the e-mail lists of child care providers for the purpose of distributing materials and information;
- e. Using NH EASY to work with the CDB to have access to that program to better meet the needs of the families and providers; and
- f. Assisting in the maintenance, future development, and updating of information by contributing contract funds for the Child Care Aware® of NH website; and

3. Meet the following staffing qualifications for the catchment area listed above:

- a. Provide knowledgeable staff, who are credentialed (or have the credential waived) at the following levels according to the NH Early Childhood Professional Development System to perform the corresponding duties in the table below:

Duties	Credential Level
Take Calls & Meet With Families	Master Teacher Level 1
Hired to Provide Training	Trainer, Faculty, or Allied Master Professional
Consultant Staff	Program Consultant Master Professional to Provide Technical Assistance

- b. In those DO catchment areas where there are large numbers of non-English speaking persons, or persons of Limited English Proficiency (LEP), have a bilingual staff person or other translator/interpreter to be utilized when providing services or information to providers. Staff shall not rely on family members or friends of LEP persons to serve as interpreters unless the LEP person expressly requests such an arrangement. Children shall not be asked to translate or interpret. If no bilingual worker or in-house interpreter is available, the CCR&R shall make arrangements to obtain an outside interpreter. An LEP

Contractor Initials: CS

Date: 4/30/13

person shall not be required to pay for the services of an interpreter. If appropriate for the catchment area, written materials and training shall also be made available in languages other than English;

- c. Designate a staff person from the catchment area to liaison with the CDB to:
 - (1) Attend monthly meetings with the CDB;
 - (2) Coordinate activities, working with the Child Care Program Improvement Specialist, the Child Care Training Specialist, and the Credential Specialist;
 - (3) Maintain the statewide NACCRRRA SDS;
 - (4) Obtain input and feedback from child care providers when policy, Child Care Scholarship Program, and quality enhancement initiatives are being revised; and
 - (5) Evaluate CCR&R services;
- d. Require current criminal background checks and central registry screenings of its staff. The results of such background checks and screenings shall be shared with the Department and the Department reserves the right to reject the Contractor's staff as a result of such background checks; and
- e. May set aside professional development funds to allow staff to attend at least one national conference or symposium per contract cycle to further their expertise in providing CCR&R services.

4. Performance Measures:

- a. CCR&R catchment area shall meet its goals of the performance measures in this contract as documented in Attachments A-1, A-2, A-3, A-4, and A-5. The Department reserves the right to amend each Attachment after consultation with Lakes Region Community Services.

5. Provide records and reports for the catchment area's including:

- a. Quarterly and annual reports with outcome statistics for each of the performance measures and other data reports indicated on Attachments A-1 thru A-5 for the respective catchment area;
- b. Such reports described in (a) above shall be completed on Attachment C or a similar form provided by the CDB and e-mailed to the Child Care Program Improvement Specialist of the CDB, DCYF by the 15th of the month following the end of each quarter and the end of each contract year. Each report described in (a) above shall also include the cover sheet Attachment D, or a similar form provided by the CDB;
- c. All reports listed in Attachment E. The Department reserves the right to make adjustments to attachment E, after consultation with Child Care Aware® of NH;
- d. The *Detailed Work-Plan* described in Attachment E of this contract. Attachment B of this contract shall be the *Preliminary Work-Plan* described in Attachment E. The *Detailed*

Contractor Initials: CS

Date: 4/30/13

Work-Plan described in Attachment E shall become Attachment B of this contract, after the catchment area submit this document and it is approved by the CDB;

- e. A summary of the performance measures outcome statistics for the contract period shall be forwarded along with the final billing and shall be postmarked within 60 days of the conclusion of the contract period;
- f. Maintaining detailed supporting documentation to support these reports which shall be available for DCYF review upon request;
- g. Meeting with the Child Care Program Improvement Specialist for discussion and approvals; and
- h. Providing information on an NHEP client's child care search in a Department appropriate format at the request of the NHEP ECS. The NHEP staff and CCR&R shall ask NHEP clients to sign the "Release of Confidentiality" form at the NHEP orientation to make the exchange possible.

Contractor Initials: CS
Date: 4/30/13

Exhibit A – Attachment A – Performance Measures
Lakes Region Community Services

Bidders should complete their proposed minimum goals for each measure. Successful performance in this contract shall be evaluated based on the contractor meeting 100% of their proposed goals.

RFP Section	Performance Measure	Goal 7/1/13-6/30/14	Goal SFY 2015
3.B.1	(i.) The number of on-site targeted technical assistance visits made to providers: center, licensed family, Licensed Exempt, and potential providers	28	28
	The number of child care teachers whose demonstrated competencies increase by 15% as a result of targeted technical assistance.	42	42
3.B.3.1	(i.) The total number of families receiving referrals each quarter.	120/yr 30/quarter	120/year 30/quarter
3.B.3.1	(ii.) The number of families receiving referrals with CCR&R assistance.	80	80
3.B.3.1	(iii.) The number of FANF clients assisted by the CCR&R.	48	48
3.B.3.3	(i.) The percent of families contacted for follow up survey after referrals.	40%	40%
3.B.3.3	(ii.) The percent of families surveyed who were successful in finding care.	75%	75%
3.B.3.3	(iii.) The percent of FANF families who were surveyed who were unable to find care.	20%	20%
3.B.3.3	(v.) The percent of families who had all of their child care needs met by the care they chose.	70%	70%
3.B.4.	(i.) The number of new providers added to the database, including licensed and license exempt providers.	4	4
3.B.4.	(ii.) The number of new child care opportunities created by new and existing providers.	12	12
3.B.4.	(iii.) The number of providers who receive targeted technical assistance to change/expand their programs to meet identified unmet needs including but not limited to infant/toddler care, special needs care and non-traditional hours care.	4	4
3.B.5.1	(i.) The number of Child Care Basics trainings offered.	5	5
3.B.5.1	(ii.) The number of attendees at Child Care Basics trainings.	75	75
3.B.5.1	The number of program directors trained in Early Learning Guidelines by program type: center-based (CCC); licensed family (FCC); license-exempt (LE)	CCC: 8 FCC: 4 LE: 2	CCC: 8 FCC: 4 LE: 2
3.B.5.1	The number of teachers/practioners trained in Early Learning Guidelines by program type.	CCC: 20 FCC: 5 LE: 2	CCC: 20 FCC: 5 LE: 2

Lakes Region Community Services
CCR&R Performance Measures

Contractor Initials: CS
Date: 4/30/13

3.B.5.1	The number of infants/toddlers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 72 FCC: 8 LE: 2	CCC: 72 FCC: 8 LE: 2
3.B.5.1	The number of preschoolers served in programs implementing the Early Learning Guidelines, by program type.	CCC: 162 FCC: 10 LE: 2	CCC: 162 FCC: 10 LE: 2
3.B.5.1	The number of school age children served in programs implementing the Early Learning Guidelines	CCC: 20 FCC: 10 LE: 2	CCC: 20 FCC: 10 LE: 2
3.B.5.1	(iii.) The number of other trainings offered.	28	28
3.B.5.1	(iv.) The number of attendees at other trainings offered by the CCR&R.	560	560
3.B.5.2	(i.) The number of providers assisted in the licensing process.	2	2
3.B.5.2	(ii.) The number of new credentials awarded.	16	16
3.B.5.2	(iii.) The number of credentials awarded at a higher level.	8	8
3.B.5.2	The number of teachers/practitioners, by program type, with the following qualifications: CDA; state credential; Associate degree, Baccalaureate degree, Masters degree or Graduate degree.	CCC: 63 FC: 10	CCC: 63 FC: 10

Lakes Region Community Services
CCR&R Performance Measures

Contractor Initials: CS
Date: 4/30/13

Child Care Resource and Referral

The Contractor shall provide the following trainings:

1. Child Care Basics (as agreed upon with the Child Development Bureau);
2. Early Learning Guidelines;
3. At least one training focused on the New Hampshire Early Childhood Professional Development System at least once per contract year.
4. Additional non-credit training for child care providers, which addresses the Core Knowledge Areas and provides a continuum from the Child Care Basic training in (1) above, to advanced training for the experienced professional;
5. Recognizing and Reporting Child Abuse and Neglect, in collaboration with DCYF District Office staff at least once each SFY;
6. At least one training from Zero to Three's Preventing Child Abuse & Neglect curriculum every six months;
7. An annual training using the Strengthening Families through Early Care and Education (SFI) Guidebook;
8. Emergency Preparedness for child care providers at least once per contract year. The Contractor shall also provide written materials such as brochures and sample plans, as well as resources for emergency plan development such as web addresses and trainings sponsored by State and community agencies printed in the newsletter, to assist providers in preparing for emergencies.

Contractor Initials: CS

Date: 4-30-13

Agency Name: _____
 Complied by: _____
 Date: _____
 Contract Period: _____
 Quarter: 1 2 3
 Vendor #: _____

No.	Contract Section	Performance Measure	Catchment Area:				Goal SFY 2013-2014	Total Goal
			Qtr 1	Qtr 2	Qtr 3	Qtr 4		
1	2.2.j.(1)	The number of visits made to providers: center, licensed family, Licensed Exempt, and potential providers					0	
2	2.4.1.g.(1)	The total					0	
3	2.4.1.g.(2)	The number of families receiving referrals with CCR&R assistance.					0	
4	2.4.1.g.(3)	The number of FANF (INHEP/DO) clients assisted by the CCR&R					0	

Contractor: CLS
 Date: 4/29/13

5	Exhibit A Attachment C Child Care Resource and Referral	The percent of families surveyed who were successful in finding care.	Reporting Form	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
6	2.4.3.a.(2)	The percent of FANF families who were surveyed who were unable to find care.																					
7	2.4.3.a.(3)	The percent of families on the wait list who were surveyed and were successful in finding care they can afford until they are released from the wait list.																					
8	2.4.3.a.(4)																						

Contractor *CS*
Date *4/30/13*

<p>Exhibit A, Attachment C Child Care Resource and Referral</p>	<p>The percent of families who had all of their child care needs met by the care they chose.</p>	<p>Reporting Form</p>	<p>0%</p>	<p>0</p>	<p>0</p>
<p>9 2.4.3.a.(5)</p>	<p>The number of new provider is added to the databases, including licensed and license exempt providers.</p>	<p>Reporting Form</p>	<p>0</p>	<p>0</p>	<p>0</p>
<p>10 2.5.1.e.(1)</p>	<p>The number of new child care opportunities created by new and existing providers.</p>	<p>Reporting Form</p>	<p>0</p>	<p>0</p>	<p>0</p>
<p>11 2.5.1.e.(2)</p>	<p></p>	<p>Reporting Form</p>	<p>0</p>	<p>0</p>	<p>0</p>

Contractor *CS*
Date 4/30/13

12	Exhibit A, Attachment C Child Care Resource and Referral	The number of providers who are recruited or expand their programs to meet the unmet needs of infant/toddler care, special needs care and non-traditional hours care.	Reporting Form	0	[REDACTED]	0	[REDACTED]	Family Services
13	2.5.1.e.(4)	The number of providers who are recruited or expand their programs to meet an unmet need as identified by the CCR&R	Reporting Form	0	[REDACTED]	0	[REDACTED]	Family Services

Contractor: 
Date: 4/29/13

Exhibit A, Attachment C Child Care Resource and Referral	The number of providers specifically recruited to meet the needs of families on the wait list.	Reporting Form	City Services
14 2.5.1.e.(5)			0

Contractor 
Date 4/30/13

No.	Contract Section	Performance Measure	Period				Goal SFY 2013-2014		Goal SFY 2014-2015		Total	
			Qtr 1	Qtr 2	Qtr 3	Qtr 4	Ach'vd SFY 2014	Ach'vd SFY 2015	Goal 2014	Goal 2015	Total Goal	Total Ach'vd
15	2.6.1.n.(1)	The number of Child Care Basics Trainings offered.						0				0
16	2.6.1.n.(2)	The number of attendees at Child Care Basics Trainings.						0				0
17	2.6.1.n.(3)	The number of attendees at other trainings offered by the CCR&R						0				0
18	2.6.1.n.(4)	The number of providers assisted in the licensing process						0				0
19	2.6.2.c.(1)							0				0
20	2.6.2.c.(2)							0				0

Contractor *CLS*
Date *4/30/13*

21	Exhibit A, Attachment C Child Care Resource and Referral	The number of credentials renewed or awarded at a higher level.		Reporting Form	0		0	ity Services

Contract Section	Reporting Requirement	Reporting Forms				Notes
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	
		Total				
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Ach'vd
2.2.k.(1)	# of visits made to the District Office(s) and the nature of those visits (add in comments box)					0
2.2.k.(1)	# of visits made to the NHEP office(s) and the nature of those visits (add in comments box)					0
2.2.k.(2)	# of NHEP Orientations attended and the number not attended along with the reason why the Orientation was not attended (add in comments box)					0
2.3.e.(1)a	# of providers whose information was fully updated					0
2.3.e.(1)b	# of providers whose information was partially updated					0
2.3.e.(2)	# of times information/data was provided to entities other than D-HHS					0
2.3.e.(3)	The date the quarterly newsletter was mailed					N/A
2.4.h.(1)	# of families receiving referrals via the web					0
2.4.h.(2)	# of new families served					0
2.4.h.(3)	# of previous families seeking new information that were served					0
2.4.h.(4)	# of families served through the DO					0
	# of families released from WL receiving referrals					0
	Consumer Referred by: Another CCR&R					0
	Brochure					0
	Display Event					0
	District Office					0
	Employer					0
	Friend/Relative					0
	NH EASY					0
	NHEP					0
	Newspaper Ad					0
	Phone Book					0
	Poster					0
	Another Provider					0
	Social Service Agency					0
	Used Before					0
	Website					0
	Other					0
Contract Section		Reporting Requirement				Total
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Ach'vd
2.43.b.(1)	# of clients assisted by the CCR&R					0
2.43.b.(2)	# of FANF (NHEP/DO) clients assisted by the CCR&R					0
2.43.b.(3)	# of follow-up attempts made					0
2.43.b.(4)	# of follow-up surveys completed					0
2.43.b.(5)	# of families satisfied with the care they found					0
2.43.b.(6)	# of families that chose not to use care					0
2.43.b.(7)	# of families whose search was still in process					0
2.43.b.(8)	# of families who were unable to locate care					0
2.43.b.(9)	Any child care needs to the family that were not met by the child care system					0
	Age of child					0
	Type of care					0
	Quality of Care					0
	Affordability					0
	Part time					0
	Evening					0

Contractor: 
 Date: 4/30/13

# of times TA is provided for Emerg. Preparedness	Rep									
2.42 b (4) Child Care Resource and Referral										

of providers assisted with the Enrollment Process

Contract # *CD*
 Date *5/22/13*

4 5 6 7 8

Status			

Contractor 
Date 4/30/13

Exhibit A, Attachment C
Child Care Resource and Referral

Reporting Forms

Lakes Region Community Services

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Contractor *CLD*
Date *#130113*

Exhibit A, Attachment C
Child Care Resource and Referral

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Contractor *CLS*
Date *4/20/13*

Exhibit A, Attachment C
Child Care Resource and Referral

Reporting Forms

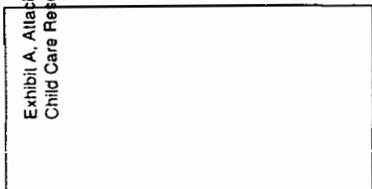
Lakes Region Community Services

Contractor: *CLS*
Date: *4/24/13*

Exhibit A, Attachment C
Child Care Resource and Referral

Reporting Forms

Lakes Region Community Services



Contractor
Date 4/30/13

A handwritten signature in black ink, consisting of stylized initials and a surname, written over the printed text.

Status						

Contractor
Date *4/24/13*

Contract
Date *7/25/12*

CCR&R Quarterly Narrative Report

Agency Name:

Vendor #:

Date:

Quarter: 1 2 3 4 5 6 7 8

Contract Period: SFY

Reported prepared by:

Program Manager:

Catchment Area:

CCR&R Staff	Credential(s) held

Detailed Work Plan submitted (date): 10/21/2011

Approved: Yes No

Technology Policy updated (date):

Approved: Yes No

MOA with Family Resource Center Updated (date):

Approved: Yes No

Publicity materials submitted: Please provide a list of materials revised & submitted this quarter.

Quality Plan:

Date submitted:

Approved: Yes No

Successes during this quarter: Please highlight (you may use bullets) those areas where you have had particular success in meeting contract goals or work activities. If you bullet your successes, please provide a summarizing brief paragraph.

Challenges during this quarter: Please describe those areas where you have had challenges in meeting contract goals or completing work activities. Include your efforts made and barriers or challenges faced in meeting these goals. You may bullet your challenges, but please provide a brief summarizing paragraph if you use bullets.

Outreach: Please highlight your marketing activities and/or your community meetings/activities during this quarter.

Technical Assistance: Please list your TA episodes and time spent.

Other: Please highlight any activities, successes, challenges, etc., not captured elsewhere in the report.

Questions for the CDB: Please submit any questions you may have for the CDB regarding your work, CDB policy & procedure, and/or your contract.

Goals for the coming quarter: If meeting with the Child Care Program Improvement Specialist this quarter, we will set these goals together. If not, please list 2-5 goals (depending on how much is involved in accomplishing them) that you will work on in the coming quarter.

Comments from the CDB: The Child Care Program Improvement Specialist will return comments to each CCR&R regarding their work during the previous quarter. Comments will be inserted under the appropriate headings in your narrative.

Documentation required	Submission Deadline
<p>Preliminary work plan – This plan shall include a time line with clearly identified dates/year, which addresses all aspects of the requirements of this contract. This should include a training plan, which details the number of trainings, locations (town) and target numbers of participants.</p>	With Proposal
<p>Detailed work plan – This plan shall be a revised work-plan for the entire contract period, subject to approval by the Administrator of the CDB.</p>	August 31, 2013
<p>Technology Policy described in Section B.3.6. of this RFP.</p>	October 31, 2013
<p>Outreach plan – This plan shall be made in order to make the CCR&R services known to the widest possible audience of families, providers and community members (including agencies, policy makers, public officials, and businesses) within the catchment area, including services to limited English proficient families and providers and in consideration of a variety of diversity issues. The outreach plan should include determining which populations are underserved by CCR&R and specifically targeting outreach to these populations.</p>	January 31, 2014
<p>All publicity that indicates office location, hours, availability to meet with families, phone #s, and email address.</p>	As it is updated
<p>Quality plan - The Contractor shall complete the NACCRRRA Quality Assurance Scoring Sheet of Best Practices Criteria for Core Competencies, Parent Services, and Provider Services as a self-assessment and needs assessment. Documentation for items that the Contractor meets or partially meets should be kept on file at the office location for review at the request of the Child Care Program Improvement Specialist. For those items that are partially met or not met, the Contractor shall submit a plan for meeting those criteria along with what additional support (training, TA or additional resources), if any, that would be needed to meet those criteria. The Scoring Sheet and plan are to be submitted to the Child Care Program Improvement Specialist by March 31, 2014. Implementation of the plan shall be agreed upon by the Contractor and the CDB.</p>	March 31, 2014

Contractor CLS
Date 4/30/13

EXHIBIT B

METHOD, SCHEDULE, AND CONDITIONS PRECENT TO PAYMENT

Contract Agency: Lakes Region Community Services Council, INC.

Program Period: July 1, 2013 through June 30, 2015
Or Date of Governor & Executive Council approval, whichever is later

1. This Contract is funded with funds from the Catalog of Federal Domestic Assistance, CFDA #93.575, Federal Agency Health and Human Services, Child Care and Development Block Grant, in the amount of \$163,666.00. Subject to the availability of Federal funds, and in consideration for the satisfactory completion of the services to be performed under this Contract, the State agency agrees to purchase from the Contractor services in the amount not to exceed \$163,666.00 for services provided during the program period specified above.

2. Quarterly payments shall be made to the Contractor subject to the following conditions:

2.1 Payments shall be made on a quarterly cost reimbursement basis beginning October 15, 2013 for actual expenditures up to the total contract price incurred in the fulfillment of this agreement. The invoice, which shall be provided by DHHS after the approval of Governor & Executive Council, must be sent to:

John Harrington, Contract Specialist
Child Development Bureau
Division for Children, Youth and Families
Department of Health and Human Services
129 Pleasant St., Concord, New Hampshire 03301

2.2 In lieu of hard copies, invoices may be assigned an electronic signature and be e-mailed to: john.h.harrington@dhhs.state.nh.us

2.3 Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1 and B-2. If applicable, this will include drawing down match funds consistently throughout the contract period. Any adjustment to a line item in excess of 10% of the original budget lines will require the prior written approval of the State. The Contractor must include a detailed explanation and revised line item budget figures.

2.4 Payments may be withheld pending receipt of required reports as defined in Exhibit A.

2.5 A final payment request shall be submitted no later than sixty (60) days after the end of each fiscal year. Failure to submit the final invoice by that date may result in non-payment.

Contractor's Initials

CH

Date

4/30/13

**State of New Hampshire
Department of Health and Human Services
Division for Children, Youth and Families**

**RFP # DCYF-CDB-RR-05
EXHIBIT B-1
PERSONNEL DATA
State Fiscal Year 2014**

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2014 (7/1/13-6/30/14)
1	Julie Choiniere	CCR&R Manager	\$ 34,008.00	100%	\$ 34,008.00
2	Katerine Peringer	CCR&R Administrative Assistant	\$ 26,812.00	50%	\$ 13,406.00
3	Karen Welford	FRC Director	\$ 51,987.00	4%	\$ -
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8					\$ -
9					
	Total:				\$ 47,414.00

State Fiscal Year 2015

	Name	Title	Annual Salary	% of Time to Work on the Project	Project Amount Charged for SFY 2015 (7/1/14-6/30/15)
1	Julie Choiniere	CCR&R Manager	\$ 34,008.00	100%	\$ 34,008.00
2	Katerine Peringer	CCR&R Administrative Assistant	\$ 26,812.00	50%	\$ 13,406.00
3	Karen Welford	FRC Director	\$ 51,987.00	4%	\$ -
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8					\$ -
9					
	Total:				\$ 47,414.00

Lakes Region
 Bidder/Program Name: Community Servies
 Child Care Resource and
 Budget Request for: Referral
 Budget Period: FY14

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect Cost
1. Total Salary/Wages	\$47,414	\$13,406	\$47,414	\$13,406	\$60,820	
2. Employee Benefits	\$19,723	\$4,265	\$19,723	\$4,625	\$24,348	
3. Consultants	\$5,859	\$	\$5,859	\$	\$5,859	
4. Equipment:	\$	\$	\$	\$	\$	
Rental	\$	\$	\$	\$	\$	
Repair and Maintenance	\$	\$	\$	\$	\$	
Purchase/Depreciation	\$	\$	\$	\$	\$	
5. Supplies:	\$	\$	\$	\$	\$	
Educational	\$500	\$	\$500	\$	\$500	
Office	\$	\$	\$	\$	\$	
6. Travel	\$500	\$	\$500	\$	\$500	
7. Occupancy	\$	\$4,590	\$	\$4,590	\$4,590	
8. Current Expenses	\$	\$	\$	\$	\$	
Telephone	\$	\$	\$	\$	\$	
Postage	\$500	\$	\$	\$500	\$500	
Subscriptions	\$	\$	\$	\$	\$	
Audit and Legal	\$	\$	\$	\$	\$	
Insurance	\$	\$	\$	\$	\$	
Board Expenses	\$	\$	\$	\$	\$	
9. Software	\$	\$	\$	\$	\$	
10. Marketing/Communications	\$500	\$	\$	\$500	\$500	
11. Staff Education and Training	\$600	\$	\$	\$600	\$600	
12. Subcontracts/Agreements	\$	\$	\$	\$	\$	
13. Other: dues	\$240	\$	\$240	\$	\$240	
14. Other: GM	\$	\$	\$7,597	\$	\$7,597	
TOTAL	\$75,836	\$22,261	\$81,833	\$24,221	\$106,054	

Indirect As A Percent of Direct

28.90%

Initials CJD
 Date 4/30/13

New Hampshire Department of Health and Human Services
 Lakes Region
 Bidder/Program Name: Community Servies
 Child Care Resource
 Budget Request for: and Referral
 Budget Period: FY14

Line Item	Direct Increment	Indirect Fixed	Total State	Bidder Match	Total Costs	Allocation Method
1. Total Salary/Wages	\$47,414	\$13,406	\$47,414	\$13,406	\$60,820	
2. Employee Benefits	\$19,723	\$4,265	\$19,723	\$4,625	\$24,348	
3. Consultants	\$5,859	\$	\$5,859	\$	\$5,859	
4. Equipment:	\$	\$	\$	\$	\$	
Rental	\$	\$	\$	\$	\$	
Repair and Maintenance	\$	\$	\$	\$	\$	
Purchase/Depreciation	\$	\$	\$	\$	\$	
5. Supplies:	\$	\$	\$	\$	\$	
Educational	\$500	\$	\$500	\$	\$500	
Office	\$	\$	\$	\$	\$	
6. Travel	\$500	\$	\$500	\$	\$500	
7. Occupancy	\$	\$4,590	\$	\$4,590	\$4,590	
8. Current Expenses	\$	\$	\$	\$	\$	
Telephone	\$	\$	\$	\$	\$	
Postage	\$500	\$	\$	\$500	\$500	
Subscriptions	\$	\$	\$	\$	\$	
Audit and Legal	\$	\$	\$	\$	\$	
Insurance	\$	\$	\$	\$	\$	
Board Expenses	\$	\$	\$	\$	\$	
9. Software	\$	\$	\$	\$	\$	
10. Marketing/Communications	\$500	\$	\$	\$500	\$500	
11. Staff Education and Training	\$600	\$	\$	\$600	\$600	
12. Subcontracts/Agreements	\$	\$	\$	\$	\$	
13. Other: dues	\$240	\$	\$240	\$	\$240	
14. Other: GM	\$	\$	\$7,597	\$	\$7,597	
TOTAL	\$75,836	\$22,261	\$81,833	\$24,221	\$106,054	

Indirect As A Percent of Direct

28.90%

Initials CS
 Date 4/20/13

NH Department of Health and Human Services

STANDARD EXHIBIT C

SPECIAL PROVISIONS

1. Contractors Obligations: The Contractor covenants and agrees that all funds received by the Contractor under the Contract shall be used only as payment to the Contractor for services provided to eligible individuals and, in the furtherance of the aforesaid covenants, the Contractor hereby covenants and agrees as follows:

2. Compliance with Federal and State Laws: If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

3. Time and Manner of Determination: Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

4. Documentation: In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

5. Fair Hearings: The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

6. Gratuities or Kickbacks: The Contractor agrees that it is a breach of this Contract to accept or make a payment, gratuity or offer of employment on behalf of the Contractor, any Sub-Contractor or the State in order to influence the performance of the Scope of Work detailed in Exhibit A of this Contract. The State may terminate this Contract and any sub-contract or sub-agreement if it is determined that payments, gratuities or offers of employment of any kind were offered or received by any officials, officers, employees or agents of the Contractor or Sub-Contractor.

7. Retroactive Payments: Notwithstanding anything to the contrary contained in the Contract or in any other document, contract or understanding, it is expressly understood and agreed by the parties hereto, that no payments will be made hereunder to reimburse the Contractor for costs incurred for any purpose or for any services provided to any individual prior to the Effective Date of the Contract and no payments shall be made for expenses incurred by the Contractor for any services provided prior to the date on which the individual applies for services or (except as otherwise provided by the federal regulations) prior to a determination that the individual is eligible for such services.

8. Conditions of Purchase: Notwithstanding anything to the contrary contained in the Contract, nothing herein contained shall be deemed to obligate or require the Department to purchase services hereunder at a rate which reimburses the Contractor in excess of the Contractor's costs, at a rate which exceeds the amounts reasonable and necessary to assure the quality of such service, or at a rate which exceeds the rate charged by the Contractor to ineligible individuals or other third party funders for such service. If at any time during the term of this Contract or after receipt of the Final Expenditure Report hereunder, the Department shall determine that the Contractor has used payments hereunder to reimburse items of expense other than such costs, or has received payment in excess of such costs or in excess of such rates charged by the Contractor to ineligible individuals or other third party funders, the Department may elect to:

8.1 Renegotiate the rates for payment hereunder, in which event new rates shall be established;

8.2 Deduct from any future payment to the Contractor the amount of any prior reimbursement in excess of costs;

8.3 Demand repayment of the excess payment by the Contractor in which event failure to make such repayment shall constitute an Event of Default hereunder. When the Contractor is permitted to determine the eligibility of individuals for services, the Contractor agrees to reimburse the Department for all funds paid by the Department to the Contractor for services provided to any individual who is found by the Department to be ineligible for such services at any time during the period of retention of records established herein.

RECORDS: MAINTENANCE, RETENTION, AUDIT, DISCLOSURE AND CONFIDENTIALITY:

9. Maintenance of Records: In addition to the eligibility records specified above, the Contractor covenants and agrees to maintain the following records during the Contract Period:

9.1 Fiscal Records: books, records, documents and other data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor during the Contract Period, said records to be maintained in accordance with accounting procedures and practices which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

9.2 Statistical Records: Statistical, enrollment, attendance or visit records for each recipient of services during the Contract Period, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

9.3 Medical Records: Where appropriate and as prescribed by the Department regulations, the Contractor shall retain medical records on each patient/recipient of services.

10. Audit: Contractor shall submit an annual audit to the Department within 60 days after the close of the Contractor fiscal year. It is recommended that the report be prepared in accordance with the provision of Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" and the provisions of Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the US General Accounting Office (GAO standards) as they pertain to financial compliance audits.

10.1 Audit and Review: During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts.

10.2 Audit Liabilities: In addition to and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department, all payments made under the Contract to which exception has been taken or which have been disallowed because of such an exception.

11. Confidentiality of Records: All information, reports, and records maintained hereunder or collected in connection with the performance of the services and the Contract shall be confidential and shall not be disclosed by the Contractor, provided however, that pursuant to state laws and the regulations of the Department regarding the use and disclosure of such information, disclosure may be made to public officials requiring such information in connection with their official duties and for purposes directly connected to the administration of the services and the Contract; and provided further, that the use or disclosure by any party of any information concerning a recipient for any purpose not directly connected with the administration of the Department or the Contractor's responsibilities with respect to purchased services hereunder is prohibited except on written consent of the recipient, his attorney or guardian.

Notwithstanding anything to the contrary contained herein the covenants and conditions contained in the Paragraph shall survive the termination of the Contract for any reason whatsoever.

12. Reports: Fiscal and Statistical: The Contractor agrees to submit the following reports at the following times if requested by the Department.

12.1 Interim Financial Reports: Written interim financial reports containing a detailed description of all costs and non-allowable expenses incurred by the Contractor to the date of the report and containing such other information as shall be deemed satisfactory by the Department to justify the rate of payment hereunder. Such Financial Reports shall be submitted on the form designated by the Department or deemed satisfactory by the Department.

12.2 Final Report: A final report shall be submitted within thirty (30) days after the end of the term of this Contract. The Final Report shall be in a form satisfactory to the Department and shall contain a summary statement of progress toward goals and objectives stated in the Proposal and other information required by the Department.

13. Completion of Services: Disallowance of Costs: Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

14. Credits: All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement:

14.1 The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services.

15. Prior Approval and Copyright Ownership:

All materials (written, video, audio) produced or purchased under the contract shall have prior approval from DHHS before printing, production, distribution or use. The DHHS will retain copyright ownership for any and all original materials produced, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports. Contractor shall not reproduce any materials produced under the contract without prior written approval from DHHS.

16. Operation of Facilities: Compliance with Laws and Regulations: In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

17. Subcontractors: DHHS recognizes that the Contractor may choose to use subcontractors with greater expertise to perform certain health care services or functions for efficiency or convenience, but the Contractor shall retain the responsibility and accountability for the function(s). Prior to subcontracting, the Contractor shall evaluate the subcontractor's ability to perform the delegated function(s). This is accomplished through a written agreement that specifies activities and reporting responsibilities of the subcontractor and provides for revoking the delegation or imposing sanctions if the subcontractor's performance is not adequate. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions.

When the Contractor delegates a function to a subcontractor, the Contractor shall do the following:

- Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function
- Have a written agreement with the subcontractor that specifies activities and reporting responsibilities and how sanctions/revocation will be managed if the subcontractor's performance is not adequate

- Monitor the subcontractor's performance on an ongoing basis
- Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed
- DHHS shall review and approve all subcontracts.

If the Contractor identifies deficiencies or areas for improvement are identified, the Contractor shall take corrective action.

SPECIAL PROVISIONS – DEFINITIONS

As used in the Contract, the following terms shall have the following meanings:

COSTS: Shall mean those direct and indirect items of expense determined by the Department to be allowable and reimbursable in accordance with cost and accounting principles established in accordance with state and federal laws, regulations, rules and orders.

DEPARTMENT: NH Department of Health and Human Services.

PROPOSAL: If applicable, shall mean the document submitted by the Contractor on a form or forms required by the Department and containing a description of the Services to be provided to eligible individuals by the Contractor in accordance with the terms and conditions of the Contract and setting forth the total cost and sources of revenue for each service to be provided under the Contract.

UNIT: For each service that the Contractor is to provide to eligible individuals hereunder, shall mean that period of time or that specified activity determined by the Department and specified in Exhibit B of the Contract.

FEDERAL/STATE LAW: Wherever federal or state laws, regulations, rules, orders, and policies, etc. are referred to in the Contract, the said reference shall be deemed to mean all such laws, regulations, etc. as they may be amended or revised from the time to time.

SUPPLANTING OTHER FEDERAL FUNDS: The Contractor guarantees that funds provided under this Contract will not supplant any existing federal funds available for these services.

NH Department of Health and Human Services

STANDARD EXHIBIT C-1

ADDITIONAL SPECIAL PROVISIONS

1. The Department reserves the right to renew this contract for up to four additional years *subject to continued availability of funds, satisfactory performance of services, and approval of contract renewal by the Governor and Executive Council.*

Contractor Initials: CS
Date: 4/30/13