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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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October 25, 2016

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

**REQUESTED ACTION**

Authorize the Department of Education, Bureau of Career Development to enter into a **sole source** contract with the University of New Hampshire (UNH), (Vendor Code # 177867), in an amount not to exceed \$2,450.00, to provide professional development training in group facilitation, effective upon Governor & Council approval for the period of November 30, 2016. (100% Federal Funds).

Funds to support this request are available in the account entitled CTE Voc-Ed Federal:

	<u>FY 17</u>
06-56-60320000-072-502649 Grants Federal	\$2,450.00

**EXPLANATION**

The Department of Education submits this request as a **sole source** contract because the unique and customized nature of the services (a training session for the Career Development Bureau) could only be provided by the UNH Cooperative Extension. A thorough search for vendors offering similar services was conducted, and comparable services were not available for a reasonable price point. The Department of Education is presenting this contract to Governor & Council as the Department cumulative total of all contracts with UNH for FY17 has exceeded the threshold limits.

The UNH Cooperative Extension will provide professional development training for NH Department of Education, Bureau of Career Development staff, with a focus upon effective and efficient group facilitation. These facilitation skills will be used by Bureau of Career Development staff during the development and operation of statewide career advisory boards.

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

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
Page 2 of 2

Respectfully submitted,

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

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

**COOPERATIVE PROJECT AGREEMENT**

between the

STATE OF NEW HAMPSHIRE, **Department of Education**

and the

**University of New Hampshire** of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Education**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **11/30/16**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **Career Development Bureau Group Facilitation Training**

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

**State Project Administrator**

Name: Carrie Gorman  
 Address: NH Department of Education  
21 South Fruit St, Suite 20  
Concord, NH 03301  
 Phone: 603-271-3384

**Campus Project Administrator**

Name: Chris LaBelle  
 Address: UNH  
Taylor Hall  
59 College Road  
Durham, NH 03824  
 Phone: 603-862-1252

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

**State Project Director**

Name: Eric Feldborg  
 Address: NH Department of Education  
21 South Fruit St, Suite 20  
Concord, NH 03301  
 Phone: 603-271-3867

**Campus Project Director**

Name: Juliet Webber  
 Address: UNH  
Stoke Hall G50  
11 Garrison Avenue  
Durham, NH 03824  
 Phone: 603-862-4344



Date 10/28/16

F. Total State funds in the amount of \$0.00 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

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

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. **V048A150029** from **US Department of Education** under CFDA# **84.048A**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

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

H.  State has chosen **not to take** possession of equipment purchased under this Project Agreement.  
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

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

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

**By An Authorized Official of:  
University of New Hampshire**

Name: Darrel Covell

Title: Director of Finances, Administration & Facilities, UNH Cooperative Extension

Signature and Date:

*Darrel Covell* 10/28/2016

**By An Authorized Official of: the New  
Hampshire Office of the Attorney General**

Name: *Eric Melabrye*

Title: *Attorney*

Signature and Date:

*Eric Melabrye* 11/3/16

**By An Authorized Official of:  
Department of Education**

Name: Virginia M. Barry, Ph.D.

Title: Commissioner of Education

Signature and Date:

*Virginia M. Barry* 11/1/16

**By An Authorized Official of: the New  
Hampshire Governor & Executive Council**

Name:

Title:

Signature and Date:

**EXHIBIT A**

- A. Project Title:** Career Development Bureau Group Facilitation Training
- B. Project Period:** Effective upon Governor and Council approval through November 30, 2016.
- C. Objectives:** See Scope of Work
- D. Scope of Work:** The University of New Hampshire (UNH) (vendor code 177867) shall provide the following services to the New Hampshire Department of Education:  
One six hour session of professional development training in group facilitation for the Bureau of Career Development in the New Hampshire Department of Education. The training will take place at the Career Development Bureau's location (21 Fruit St. in Concord, NH), on November 22, 2016. This training will include content which will enable Bureau of Career Development staff participants, to:
  - Define facilitation and identify its purpose and benefits.
  - Clarify the role and focus of a facilitator.
  - Differentiate between process and content in the context of a group discussion.
  - Provide tips in choosing and preparing for facilitation.
  - Identify a facilitator's role when managing groups in each of Tuckman and Jensen's stages of group development: forming, storming, norming, and performing.
  - Identify ways a facilitator can help a group reach a consensus: from encouraging participation to choosing a solution.
  - Provide guidelines in dealing with disruptions, dysfunctions, and difficult people in groups.
  - Define what interventions are, when they are appropriate, and how to implement them.
- E. Deliverables Schedule:** One 6-hour group facilitation training to be held by 11/30/16.
- F. Budget and Invoicing Instructions:** The total cost for all services provided under this contract shall not exceed \$2,540. Payment shall be made on the basis of an invoice for services provided, which shall be forwarded to:

Carrie Gorman, Program Assistant II  
New Hampshire Department of Education  
Career Development Bureau  
21 South Fruit Street, Suite 20

**Funding Source:**

06-56-60320000-072-502649

Grants Federal

FY17  
\$2,450



## EXHIBIT B

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

Special Federal provisions are listed here:  None or **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.**