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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

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

January 26, 2018

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education to amend a contract (PO# 1053137) on a **sole source** basis with the New Hampshire Coalition for Citizens with Disabilities Inc., d/b/a Parent Information Center of Concord, NH (Vendor Code 177245), by increasing the price limitation by \$66,277.44 from \$339,990.00 to \$406,267.44, to expand the implementation of NH's State Systemic Improvement Plan, effective upon Governor and Council approval through June 30, 2018. Original item approved by Governor and Council on August 3, 2016 (Item #65). (100% Federal funds)

Funds to support this request are available in account titled State Professional Development:

FY2018

06-056-056-562510-25060000-102-500731 Contracts for Program Services \$66,277.44

EXPLANATION

This amendment is **sole source** because it exceeds 10% of the original contract that was competitively bid. The department went out for RFP for these grant funds in April 2016 with the intent of including a renewal option. The renewal option was included in the Governor and Council letter but not stated in the contract. We are requesting that this amendment be approved with option to renew for 2 additional years.

The Department of Education would like to amend this contract with New Hampshire Coalition for Citizens with Disabilities Inc., d/b/a Parent Information Center (PIC) in order to expand the implementation of NH's State Systemic Improvement Plan (SSIP) and support sustainability through the alignment of the recently awarded New Hampshire State Personnel Development Grant (SPDG).

The Parent Information Center has been well established in this work since the inception of the State Systemic Improvement Plan (SSIP), and has developed specific expertise and a cohort of personnel that are uniquely qualified for this work. The expansion of services is a continuation of the work that is in progress. The additional services are in collaboration with the NHDOE staff. The plan is to develop and support a Master Cadre of process coaches that support building the capacity and sustainability of five community collaboratives to improve social-emotional outcomes for preschool children with disabilities.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

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January 26, 2018

PIC staff will create and implement a system to build the capacity of the five community collaboratives to promote positive outcomes for NH preschool children with disabilities. They will offer communication strategies, curriculum activities, data collection tools and any other relevant professional development tools needed to support family engagement.

In addition, PIC will identify a group of professionals to be trained as facilitators by the Pyramid Model Consortium to implement Positive Solutions for Families (PSF), the companion parent training series for the Pyramid Model, in up to eight pilot districts. They will coordinate with the Pyramid Model Consortium a pilot program for the PSF training series with up to eight districts currently implementing the Pyramid Model, and support the PSF facilitators in this process.

The office of Special Education Programs requires a comprehensive evaluation detailed within the grant that measures the short term, intermediate and long term outcomes and impacts of the grant incentives. The Evaluation assesses the degree to which the NH SPDG meets its goals and objectives, as well as the established federal performance goals and objectives. The evaluation will be ongoing and formative to provide for data-based decision making and planning mid-course corrections.

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

Respectfully submitted,



Frank Edelblut
Commissioner of Education

FE:PFD
Enclosures

Approved by the Governor and Council this _____ day of _____, 2018

By: _____

Initials @
Date 1/3/18

EXHIBIT A-1

SERVICES TO BE PROVIDED

New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center will provide the following services under the contract: *New Hampshire Preschool Special Education Building Local Capacity to Improve Results*

- As directed by the Bureau of Special Education, participate in State and national activities that promote the priorities of the NH Special Education State Performance Plan specific to preschool special education, including the NH State Pyramid Model work.
- Coordinate with other Bureau of Special Education initiatives to promote a unified system to improve outcomes for preschool children with disabilities, including participation in Bureau of Special Education Preschool Special Education Leadership Team (NH Bold).
- Participate in the State Systemic Improvement Plan (SSIP) State Leadership Team and the SSIP District Learning Collaborative for Indicator 17: State Systemic Improvement Plan.
- Create and implement a system to build the capacity of local districts to promote positive outcomes for NH preschool children with disabilities and their families. This system will strengthen local district infrastructure, ensure compliance with requirements and enhance the implementation, with fidelity, of evidence-based practices to improve results for preschool children with disabilities and their families.
 - Key strategies and activities to promote the outcomes of the NH Special Education State Performance Plan (SPP) relative to preschool special education, including Indicator 6: Preschool Settings, Indicator 7: Child Outcomes, Indicator 8: Parent Involvement, Indicator 12: Early Transitions and Indicator 17: State Systemic Improvement Plan. Strategies and activities developed as a result of this system should, at a minimum, address accessible resources and information, family engagement, data collection, analysis and utilization, interagency coordination, policy development, root cause analysis and correction of noncompliance, and support for local development of quality programs and services.
- For Indicator 17~ State Systemic Improvement Plan (SSIP), these activities include:
 - Contract/hire a liaison to serve as a process coach for each of the SSIP districts. The liaisons will provide technical assistance and support to the districts with systems development, based on Active Implementation Framework. The liaisons will serve as a primary communication vehicle between the NHDOE and the districts, ensuring a solid feedback loop that flowed in both directions.
 - In collaboration with the NHDOE, facilitate a learning collaborative with the liaisons to promote their understanding of the initiative and how to best support the districts with building their capacity to improve social-emotional outcomes for preschool children with disabilities.
- Develop and implement an evaluation plan to determine effectiveness of the project. The evaluation plan should assess whether activities identified in the proposal were accomplished and the impact of the project on building local and state capacity to improve outcomes for preschool children with disabilities. The applicant may provide a completed evaluation plan with the application or may provide a work plan for engaging stakeholders, identifying focus questions, establishing short and long term objectives, and assessing the formative and summative impact of the project.

Amended Scope of Service expands upon the work in process.

- In collaboration with the NHDOE, develop a plan to create and support a Master Cadre of process coaches that support building the capacity and sustainability of the five chosen community collaboratives.
- Provide resources (such as communication strategies, curriculum activities, data collection tools, and any relevant professional development tools needed) to five community collaboratives to support family engagement.
- Support the creation and implementation of a system to build the capacity of five community collaboratives to promote positive outcomes for NH preschool children with disabilities.
- Engage in the development of a communication plan from the perspective of engaging family voice.
- Expand representation on the State Leadership Team to include an additional PIC representative to coordinate the implementation of family engagement activities.

- Participate in the work of the State Personnel Development Grant (SPDG) Core Team .
- New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center will work in collaboration with the NHDOE and the Pyramid Model Consortium to identify a group of up to 16 professionals to be trained as facilitators by a Pyramid Model Consortium validated trainer to implement Positive Solutions for Families (PSF), the companion parent training series for the Pyramid Model, in up to eight pilot districts by March 30, 2018. This training series will have 6 modules. The modules will be:
 - Module 1: Making Connections
 - Module 2: Making It Happen
 - Module 3: Why Do Children Do What They Do?
 - Module 4: Teach Me What To Do
 - Module 5: Facing The Challenge (Part I)
 - Module 6: Facing The Challenge (Part II)
- These modules will incorporate instruction for parents in the early childhood development concepts of serve and return, narrating to children and active reading to children. The modules will also introduce parents to the Search Institute's *40 Developmental Assets for Adolescence* resource.
- Coordinate with the Pyramid Model Consortium to train the identified PSF facilitators, including logistics and other meeting details.
- Provide support and oversight of the newly trained facilitators who will provide the PSF training series in each participating district. Facilitators will pair up and co-facilitate the pilot trainings.
- Provide oversight and support to ensure that the training series will be conducted for up to ten families per district for a total of 80 families across the participating districts or 20% of families. The outcome is that parents will have the skills to help their children appropriately interact with peers and adults, to resolve conflict and to self-regulate so that they are better prepared for learning. This training series will be completed by June 30, 2018.

EXHIBIT B-1

Budget and Payment Method

	Original Approved Budget FY 17	Original Approved Budget FY 18	Requested Action FY 18	Amended Budget FY 18
<u>PERSONNEL</u>				
Project Director	\$16,744.00	\$16,744.00	\$1,400.00	\$34,888.00
Project Coordinator	\$19,500.00	\$19,500.00	\$1,250.00	\$40,250.00
Family Engagement Director	0	0	\$11,250.00	\$11,250.00
Family Engagement Facilitator	\$2,600.00	\$2,600.00	\$0.00	\$5,200.00
Administrative Assistant Fringe	\$7,410.00	\$7,410.00	\$0.00	\$14,820.00
Project Director	\$1,330.00	\$1,330.00	\$512.50	\$3,172.50
Project Coordinator	\$5,742.00	\$5,742.00	\$400.00	\$11,884.00
Family Engagement Director			\$2,250.00	\$2,250.00
Family Engagement Facilitator	\$240.00	\$240.00	\$0.00	\$480.00
Administrative Assistant	\$3,420.00	\$3,420.00	\$0.00	\$6,840.00
<u>Total Personnel</u>	\$56,986.00	\$56,986.00	\$17,062.50	\$131,034.50
<u>DIRECT EXPENSES</u>				
District Liaisons	\$69,225.00	\$69,225.00	\$0.00	\$138,450.00
TA Consultants	\$20,200.00	\$20,200.00	\$0.00	\$40,400.00
Stipends	\$750.00	\$750.00	\$6,480.00	\$7,980.00
Graphic Design	\$750.00	\$750.00	\$0.00	\$1,500.00
Web Maintenance	\$500.00	\$500.00	\$0.00	\$1,000.00
Travel	\$1,750.00	\$1,750.00	\$300.00	\$3,800.00
Workshop/Meeting Expenses	\$1,000.00	\$1,000.00	\$0.00	\$2,000.00
Telephone / Communications	\$750.00	\$750.00	\$250.00	\$1,750.00
Supplies	\$700.00	\$700.00	\$2,740.00	\$4,140.00
Photocopying/Printing	\$1,500.00	\$1,500.00	\$500.00	\$3,500.00
Postage	\$100.00	\$100.00	\$0.00	\$200.00
Rent	\$3,192.00	\$3,192.00	\$715.50	\$7,099.50
Contractual	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Facilitators			\$4,320.00	\$4,320.00
Process Coaches			\$24,000.00	\$24,000.00
<u>Total Direct Expenses</u>	\$100,417.00	\$100,417.00	\$44,305.50	\$245,139.50
Indirect cost 8.0%	\$12,592.00	\$12,592.00	\$4,909.44	\$30,093.44
Total Contract	\$169,995.00	\$169,995.00	\$66,277.44	\$406,267.44

Funds to Support this request are available in the account entitled, State Professional Development:

06-056-056-562510-25060000-102-500731 Contracts for Program Services

FY18
\$66,277.44

Limitation on Price:

Initials *Q*
Date *1/3/18*

Upon mutual agreement between the State Contracting Officer and the contractor, line items in this budget may be adjusted one to another, with +/- 10% of the indicated amount, but in no case shall the total budget exceed the price limitation of \$406,267.44

Method of Payment:

Payment will be made on the basis of monthly invoices received by the 10th of the following month which are supported by a summary of activities that have taken place in accordance with the terms of the contract. If otherwise correct and acceptable, payment will be made.

Invoices will be submitted to:

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

Exhibit C

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

Initials @
Date 1/3/18

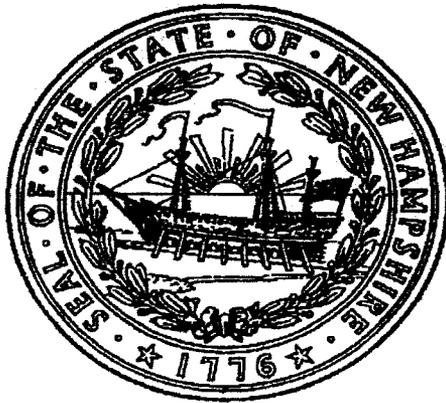
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 07, 1975. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63839



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of January A.D. 2018.

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

William M. Gardner
Secretary of State

Business Name Search

Business Details

Business Name: NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
 Business Type: Domestic Nonprofit Corporation
 Business Creation Date: 10/07/1975
 Principal Business Office Address: NONE
 Citizenship / State of Incorporation: Domestic/New Hampshire Last N
 Duration: Not Stated

Principal Purpose

S.No	NAICS Code	NAICS Subcode
1	Educational Services	All Other Miscellaneous
2	NOT REQUIRED	

Page 1 of 1, records 1 to 2 of 2

Registered Agent Information

Name: NONE
 Physical Address: NONE
 Mailing Address: NONE

Trade Name Information

Business Name	Business ID
NH CONNECTIONS "LINKING FAMILY, SCHOOL & COMMUNITY"	466436
ENRICH A CHILDS FUTURE	543446
Parents Make the Difference	608010
Partnerships 4 Students Success	607966
Parent Information Center	728248
EDUCATIONAL ADVISOR	350131
ADVOCATES FOR FAMILIES OF CHILDREN WITH DISABILITIES (AFC)	350129
PARENT INFORMATION CENTER	350128
PARENT INFORMATION CENTER'S EDUCATIONAL ADVOCATE	358883
PIC (PARENT INFORMATION CENTER)	360382
Special Education Advisor	350130
Special Education Advocate	350132
PIC VOLUNTEER ADVOCATES FOR SPECIAL EDUCATION	386048

Trade Name Owned By

Name	Title
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Back (<https://quickstart.sos.nh.gov/online/BusinessInquire/BusinessInformation?businessID=553760>) [Filing History](#) [Address History](#) [View All Other Addresses](#)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/3/2018

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 FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101		CONTACT NAME: Vivian Pinette PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: vpinette@crossagency.com	
INSURED NH Coalition For Citizens With Disabilities Inc. Parent Information Center 54 Old Suncook Rd Concord NH 03301-7317		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins Co INSURER B: AmGuard Ins Co INSURER C: Mount Vernon Fire Ins. Co. INSURER D: INSURER E: INSURER F:	
		NAIC # 18058 42390	

COVERAGES **CERTIFICATE NUMBER:** 8/19 All Lines **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1594164	1/1/2018	1/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1594164	1/1/2018	1/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB612625	1/1/2018	1/1/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
B	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	NHCW954921 State: NH	1/1/2018	1/1/2019	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Directors & Officers			NDO2003251L	1/1/2018	1/1/2019	Each Occurrence 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Confirmation of Coverage

CONFIRMATION OF COVERAGE

CERTIFICATE HOLDER State of New Hampshire Department of Education 101 Pleasant St 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 Vivian Pinette/DL3 <i>Vivian Pinette</i>
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Principal Staff and Salaries

	FY 2018
Project Director, Michelle Lewis - 35% FTE	\$18,144.00
Project Staff, Jennifer Cunha - 42% FTE	\$20,750.00
Family Engagement Director, Kimm Phillips 60% FTE	\$11,250.00
Family Engagement Facilitator, TBD – 7% FTE	\$ 2,600.00
Administrative Assistant, Tracy Messing – 20% FTE	\$ 7,410.00

Michelle L. Lewis

DEGREE

May 2009 Plymouth State University, M.Ed. School Counseling
1996 University of Maine at Farmington, Bachelor of Science in Rehabilitation Services

EMPLOYMENT

January 2013-present Executive Director, NH Parent Information Center (PIC)
July 2012-January 2013 Interim Executive Director, NH Parent Information Center
August 2009-present PTAN Region 1 Facilitator, Parent Information Center contract through SERESC
August 2002-present Project Director, NH Parent Information Center
August 2005-present Project Director, Supporting Successfully Early Childhood Transitions at PIC
December 2007- present Project Director, Parent Training and Information Center at PIC
02/04-10/06 Project Director, Parents Involved in Education at PIC
08/02-10/03 Project Director, Parent Information and Resource Center
07/00-06/02 Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin
10/96-07/00 Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

SCHOOL COUNSELING EXPERIENCE

02/09-05/09 Intern, Belmont Elementary School, Belmont, NH
08/08-01/09 Intern, Inter-Lakes High School, Meredith, NH
08/08-12/08 Intern, Inter-Lakes Middle Tier – 7th & 8th Grade, Meredith, NH
03/08-05/08 Practicum Student, Inter-Lakes Middle Tier – 5th & 6th Grade, Meredith, NH

PROFESSIONAL DEVELOPMENT

Pyramid Model Introductory Training April 2016
PALS Training Summer 2015
DEC Recommended Practices 2015-2016
RP2 Coaching Training 2015-2016
IDEA Leadership Summer 2013
Multi-Tiered Systems of Support: Teamwork, Leadership and Data-Based Decision-Making Summer 2012
IDEA Leadership Summer 2012
Diversity Journey: Beyond the Comfort Zone 04/12
Building a System of Care for NH Children: A Statewide Leadership Summit 04/12
Common Core State Standards 09/12
Mental Health and Schools Conference 10/12
Implementing Common Core State Standards Fall 2012
Response-to-Intervention (early literacy and behavior) Two-Day Training Spring 2011
Delivering a State Early Childhood System 02/10
Improving Relationships and Results: Building Family-School Partnerships 10/10
PIC Volunteer Advocate Training Spring 2009
Worried about Your Worrier, Early Childhood Anxiety, Lynn Lyons 03/2009
WrightsLaw Special Education Law Conference 10/2008
Early Childhood Outcomes Conference, Early Childhood Outcomes Center 08/2008

PROFESSIONAL CAPABILITIES

Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding
- Successfully manage \$1.3M in grant funding for PIC, adhering to federal and state grant guidelines
- Skilled at resolving interpersonal and interagency conflicts, successfully mediating between co-workers and amongst agencies and school districts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Family Centered Early Supports and Services staff, and families thereby helping children succeed
- Ability to relate well to diverse groups, families, and individuals

State and National Presentations

- Co-presented with NH Department of Education at the IDEA Leadership Conference on *Beyond the Data-Increasing Parent Engagement and Developing Partnerships in Action* in 2013
- On-going, engaging dynamic presenter at *Welcome to Family-Centered Early Supports and Services*, a two-day training all early intervention service coordinators must attend
- Co-presented with NH's Part C Coordinator at the IDEA Leadership Conference on the Effective Collaboration between Parent Centers and Early Childhood Part C Agencies in 2011
- Highlighted NH's work by presenting *Engaging Families in NH's Part C Child and Family Outcomes System* in August 2008 at the Early Childhood Outcomes National Conference
- Co-developed and presented *No Child Left Behind* with Mary Heath, Deputy Commissioner of Education at NH's Partnerships for Education Conference in March 2007
- Assisted other states in developing outcomes systems by presenting at *Engaging All Stakeholders: NH's Early Childhood Outcomes System* in December 2005 at the National Early Childhood Technical Assistance Center Annual Conference
- Develop and present early childhood transition workshops and other special education workshops
- Develop and present workshops on building strong family/school partnerships

Communication Skills

- Organized, clear and concise federal and state reports that highlight project successes
- Provide information at multiple levels, ensuring the staff and/or audience understands before moving forward
- Consult and advise NH Department of Education and Bureau of Developmental Services on early childhood transition and other early intervention and special education issues important to families
- Create family-friendly newsletter articles on topics related to early childhood, special education, and the importance of family involvement in education
- Co-authored, designed and published engaging, family-friendly brochures such as *Family Centered Early Supports and Services: A Guide for Families*, *Transition from Family-Centered Early Supports and Services: A Guide for Families and Staff*, *A Family Guide to Response-to-Intervention*, *A Family Guide to the Special Education Process in NH*, and *Life After High School: A Tool-Kit for families*
- Provide high quality technical assistance to school personnel, early intervention providers, and families focused on enhancing the collaboration between schools, families and communities
- Successfully facilitated the development of regional interagency agreements for early transitions in all 10 Area Agency regions of NH

PROFESSIONAL CAPABILITIES (continued)

Project Development

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- Organized, developed, implemented and marketed the Parents Involved in Education project, a fee for service program in order to continue the work of the Parent Information and Resource Center (PIRC) when funding was lost in October 2003
- Oversaw the development of *Let's Read Together* video for families
- Coordinated the development of *Talk with Me, Read with Me, Sing with Me*; a multi-stakeholder production in which PIC was the main partner
- Streamlined the early transition interagency agreement process, making NH one of the leading states in the area of early childhood transitions
- Developed multi-stakeholder advisory board and hold regular meetings to advise the work of the SSECT Project
- Envisioned and successfully secured multiple grants through grant writing
- Through successful collaboration with evaluators, created data collection tools to assess program effectiveness

Systems Change and Policy Development

- Facilitate the communication between state systems to enhance early childhood transition and other special education related issues
- Supervised the development and co-authored two brochures given to all families participating in early intervention
- Assisted with the creation of NH's early intervention Child Find Notification System and co-authored the guidance document
- Managed the development of NH's Early Childhood Outcomes System for Part C and Part B/619
- Support school districts and early intervention programs in moving from policy and compliance to practice and quality
- Assists NH DOE with data review and determine technical assistance needs for local school districts

State and National Advisory Boards/Workgroups

- NH's Early Childhood Advisory Council (SPARK NH) - September 2011-present
- Interagency Coordinating Committee (ICC) – Past Chair and Current Member, November 2005- present
- Early Childhood Outcomes National Advisory Board- February 2009-present
- Parent Involvement Survey Committee- Bureau of Special Education – December 2007-present
- Preschool Technical Assistance Network – September 2006-present
- Child Care Advisory Council – September 2007-present
- Procedural Safeguards Committee- October 2008-January 2009

JENNIFER CUNHA

EDUCATION

Bachelor of Science in Special Education, Minor in Sociology
Lesley College, Cambridge, MA, 1996

PROFESSIONAL EXPERIENCE

THE PARENT INFORMATION CENTER, Concord, NH

2002 to Present

Project Coordinator Race2K

- Provide training and technical assistance to various stakeholders regarding the transition from early intervention to preschool special education
- Assist the Department of Education in reviewing and verifying data in relation to early childhood transitions (Indicator 12) and Preschool Environments (Indicator 6)
- Assist school districts in development and implementation corrective action plans in relation to early childhood transitions
- Assist school districts in developing and implementing plans to ensure that preschool children with disabilities have access to the continuum of placements, including Regular Early Childhood Environments
- Facilitate and provide follow up technical assistance in the development and implementation of Interagency Agreements between Early Supports and Services programs and preschool special education

Project Director, NH Connections

- Assist the NH Department of Education's priorities related to family-school partnerships in special education, specifically focused on Indicator 8 of the State Performance Plan
- Provide program over site and supervision to Facilitators
- Development and implementation statewide and individual plans to increase the capacity of schools/school district staff and families of children with disabilities to increase family-school partnerships in special education

Facilitator, Volunteer Advocates for Special Education Training Program, Parent Information Center on Special Education

- Coordinate participants, presenters and materials for two 11 week, 44 hour training programs
- Provide weekly facilitation of sessions and activities
- Provide support to participants in utilizing the information to support other parents in the special education process and serve as a link to PIC

Parent Trainer, Information and Resource Specialist, Parent Information Center on Special Education

- Conduct workshops on variety of topics related to special education for parents, educators, service and agency personnel and youth with and without disabilities
- Responds to parent, educator and other's questions and provides information and resources related to rights and responsibilities in the special education and early intervention processes under IDEA 2004, NH Rules for the Education of Children with Disabilities, The Americans With Disabilities Act, and Section 504 of the Rehabilitation Act
- Responsible for development and implementation of curriculum and materials for parents, youth with disabilities, school and agency personnel related to the secondary transition process
- Developer and Co-presenter of a training series on the secondary transition process for parents, youth with disabilities, school and agency personnel

NOT YOUR AVERAGE JOE'S, Methuen, MA 2001 to 2002
Manager

- Managed daily operations, front house staffing and hiring, scheduling and bar inventory

SHORTY'S MANAGEMENT GROUP, Bedford and Manchester, NH; Amesbury, MA 2000 to 2001
Manager

- Managed daily operations, staffing and hiring, and scheduling

LUI LUI, Nashua, NH 1999 to 2001
Manager

- Managed daily operations, staffing and hiring, scheduling, hourly employee payroll, inventory and purchasing

**NEW ENGLAND RESTAURANT COMPANY,
DBA ON THE BORDER MEXICAN CAFÉ, Tyngsboro and Woburn, MA** 1996 to 1999
Key Hourly

- Performed management duties and provided leadership
- Managed daily deposits, invoicing and back office operations
- Directed corporate training of new employees, and managed staff development

Bookkeeper (Corporate Office)

- Managed payroll processing, accounts payable, account research, and acted as liaison between managers and corporate office

LESLEY COLLEGE CENTER FOR READING RECOVERY, Cambridge, MA 1992 to 1996
Research Assistant

- Coordinated two conference committees
- Performed reading assessments specific to Reading Recovery
- Collected research data in the field of early literacy
- Performed general office duties

NASHUA CENTER FOR THE MULTIPLY HANDICAPPED, Nashua, NH 1995
Community Liaison

- Served as residential aide for two adult women with developmental disabilities
- Managed personal care, community inclusion, data collection and skill development

PROFESSIONAL DEVELOPMENT EXPERIENCE

- Pyramid Model Introductory Training (April 2016)
- PALS Training (Summer 2015)
- DEC Recommended Practices (2015-2016)
- RP2 Coaching Training (2015-2016)
- Universal Design for Learning Cohort Trainings (2015-2016)
- Secondary Transition Institute at Plymouth State College (August 2004)
- Q.U.I.L.T. Project/Cultural Competence Workgroup (Spring 2004)
- Alliance Secondary Transition Institute (July 2004)
- Member of NH Community of Practice for Secondary Transition

Kimm Phillips

STRENGTHS:

- Strong presentation and training skills, experienced in facilitating to groups of all ages and abilities
- Skilled in developing, coordinating and implementing group and individual training sessions
- Experienced in program outreach, marketing and data collection
- Reliable, flexible individual with attention to quick follow-up
- Effective collaborative team player with strong interpersonal, communication and presentation skills

SKILLS AND PROFESSIONAL EXPERIENCE:

Training and Development

- Prepared and developed learning objectives, curriculum and assessment materials for trainings, online learning modules and home study learning programs on a variety of topics including those related to special education
- Facilitated parent involvement to school district personnel and families of children with disabilities build and strengthen family-school partnerships in special education
- Provided facilitation of sessions and activities for region wide Parent Leadership Training series to NH parents and school personnel
- Successfully developed and offered local, state and regional trainings around early literacy initiatives, education, employment, conflict resolution, and personal boundaries, for individuals and groups
- Provided ongoing consultation for employment-focused coaches and literacy volunteers throughout the state in supervisory and non-supervisory positions emphasizing teamwork and collaboration

Program Development and Management

- Assisted in the development and implementation a framework for providing training, technical assistance and on-going coaching to school personnel and families on evidenced-informed family engagement strategies related to secondary transitions in special education
- Collaborated successfully with multiple stakeholders on statewide initiatives and built effective partnerships
- Managed programs within budget, with ability to forecast and plan for budgetary concerns
- Prepared and developed materials for numerous workshops and information sessions on a wide range of topics to large and small groups, guest speaker on local radio and television talk shows

Computer and Clerical

- Efficient at coordinating program marketing, data collection and evaluation
- Ability to utilize desktop publishing programs to design and edit special project implementation manuals, marketing tools, guides and brochures
- Excellent organizational abilities include skills in multi-tasking and prioritizing workload to meet deadlines
- Experienced writing grants for both public and private funding
- Experienced in using Microsoft Word, Publisher, PowerPoint, Excel, Outlook, Progress, DI ProDiver, Cushy, WordPress, Articulate

EMPLOYMENT HISTORY:

2008- present	<p>NH Parent Information Center Concord, NH Next Steps NH Program Director NH Connections Facilitator PIRC Early Literacy Training and Volunteer Coordinator</p>
2006-2011	<p>Life is Calling Pembroke, NH Owner, Trainer, Consultant, Coach</p>
2006-2008	<p>SAU 53 Pembroke, NH Substitute Teacher</p>
2006-2008	<p>Manchester Community Resource Center Adult Education General Math and Computer Literacy Instructor</p>
1995- 2011	<p>New Hampshire Housing Finance Authority Bedford, NH Contractor services provided until 2011 Housing Services Administrator (1999-2006) Family Self Sufficiency Coordinator (1998-1999) HOPE-EI Service Coordinator (1995-1998)</p>

EDUCATION/CERTIFICATION:

2012	Parent Information Center- Volunteer Advocate Training
2009	United Way Seacoast- Volunteer Coordination Certificate
2007	American Society for Training and Development Certification
2005	Coachville Coaching Skills Certificate
1997	Springfield College School of Human Services Master of Science - Human Services
1992	Springfield College School of Human Services Bachelor of Science - Human Services
1988	White Pines College, Social Work Certificate

PROFESSIONAL ACTIVITIES/AFFILIATIONS:

2012-present	NH Statewide Community of Practice on Secondary Transitions
2012	Pembroke Listens Facilitator
2011- 2012	Academy of Science and Design Educational Foundation
2010- 2012	Granite State Reads representative
2005	National Council of State Housing Agencies Award Winner - Management Innovation
2003-2011	Pembroke Action League for Schools
2003-2006	New England Regional Service Coordinator Conference Planning Committee
2001-2006	Appointed to NH TANF Hardship Review Committee
2001-2006	Active Member of NH Coalition to End Homelessness

Parent Information Center
Board of Directors January 2018

The board serves without compensation.

Marcia Bagley

Board Chair
Assistant Sped Director, Nashua District
Member 2011

Kimberly Plante

Family Representative
Member 2015

Jocelyn Charles

Vice Chair
CPA and Family Representative
Member 2014

Trisha Swonger

Family Representative
Member 2017

Sandra E. Fay

Board Treasurer
Mason + Rich, P.A., Accountant
Member 2012

Dr Linda Wadensten

Family Representative
Member since 2017

Sreenivasu Odugu

Family Representative
Member 2015

Dana Hill

Board Secretary
Family Representative
Member 2014

603-271-3801 65 PB



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

Paul K. Leather
Deputy Commissioner of Education
Tel. 603-271-3801

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

June 27, 2016

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

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center, 54 Old Suncook Road, Concord, NH (vendor code 38277) in an amount not to exceed \$339,990.00 to build capacity of local school districts to ensure smooth and effective transitions for toddlers with disabilities into preschool special education, effective upon Governor & Council approval through June 30, 2018: with an option to renew for two additional fiscal years. 100% Federal Funds.

Funds to support this request are available in account titled Special Education-Preschool in Fiscal Year 2017, and are anticipated to be available in Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified.

	<u>FY'17</u>	<u>FY'18</u>
06-56-56-562510-21840000-102-500731	\$169,995.00	\$169,995.00
Grants Federal		

EXPLANATION

In accordance with the Individuals with Disabilities Education Act (IDEA), the goal of this project is to improve outcomes for toddlers and preschool children and their families by building the capacity of local school districts to ensure smooth and effective transitions. The project's priorities are intended to support the development and implementation of an initiative that will work with the Department of Education to ensure that:

- Promote Child Find for preschool aged children, including the transition of children from Family Centered Early Supports and Services (FCESS) to preschool special education.
- Improve the availability and quality of educational environments for preschool children with disabilities.
- To support IEP teams with decision-making regarding educational environments and placement for children with disabilities ages 3-5 in the least restrictive environment.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

State House

Concord, New Hampshire 03301

June 27, 2016

Page Two

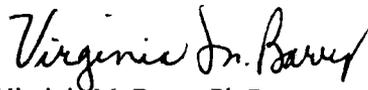
- Support the Bureau with the development and implementation of the NH Special Education State Performance Plan and Annual Progress Reports for indicators that are specific to Early Transitions and Free Appropriate Public Education in the Least Restrictive Environment.

The Department of Education prepared and published a Request for Proposals (RFP) "*New Hampshire Preschool Special Education Building Local Capacity to Improve Results*" in the Manchester Union Leader, for the period April 22nd April 23rd and April 25th, 2016; as well as posted on the Department website. One (1) proposal was received by the deadline; and has met the criteria of the Request for Proposal (Attachment A).

The Department of Education, Bureau of Special Education would like to contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center as they are qualified and capable to deliver the services to build local capacity to improve results for children and their families in preschool special education. PIC has run the program in an efficient and effective way over the past years, working to build local infrastructure and systems, support data analysis and compliance related to least restrictive environment, development of quality regular early childhood programs, early transitions, and the development of district liaisons and active implementation related to the Department's State Systemic Improvement Plan (SSIP) for the Bureau of Special Education's State Performance Report (SPP) and Annual Performances Report (APR).

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

Respectfully Submitted,



Virginia M. Barry, Ph.D.

Commissioner of Education

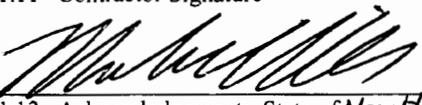
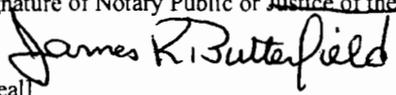
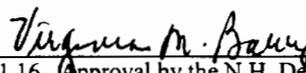
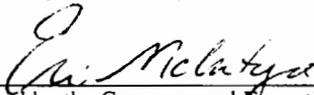
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Education Bureau of Special Education		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name NH Coalition for Citizens with Disabilities dba Parent Information Center		1.4 Contractor Address 54 Old Suncook Road, Concord, New Hampshire 03301	
1.5 Contractor Phone Number 603-224-7005	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2018	1.8 Price Limitation \$339,990.00
1.9 Contracting Officer for State Agency Santana Thibedeau, Administrator		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Michelle L. Lewis, Executive Director	
1.13 Acknowledgement: State of <u>New Hampshire</u> County of <u>Merrimack</u> On <u>July 7, 20</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]		My commission expires October 29, 2019	
1.13.2 Name and Title of Notary or Justice of the Peace <u>James K Butterfield</u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory VIRGINIA M. BARRY, Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Date: <u>7/18/16</u> Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <u>7/21/16</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

7/7/16

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

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

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

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

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

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

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

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

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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

EXHIBIT A

Services to be Provided

New Hampshire Coalition for Citizens with Disabilities, dba Parent Information Center will provide the following services under the contract:

New Hampshire Preschool Special Education Building Local Capacity to Improve Results

- As directed by the Bureau of Special Education, participate in State and national activities that promote the priorities of the NH Special Education State Performance Plan specific to preschool special education, including the NH State Pyramid Model work.
- Coordinate with other Bureau of Special Education initiatives to promote a unified system to improve outcomes for preschool children with disabilities, including participation in Bureau of Special Education Preschool Special Education Leadership Team (NH Bold).
- Participate in the State Systemic Improvement Plan (SSIP) State Leadership Team and the SSIP District Learning Collaborative for Indicator 17: State Systemic Improvement Plan.
- Create and implement a system to build the capacity of local districts to promote positive outcomes for NH preschool children with disabilities and their families. This system will strengthen local district infrastructure, ensure compliance with requirements and enhance the implementation, with fidelity, of evidence-based practices to improve results for preschool children with disabilities and their families.
 - Key strategies and activities to promote the outcomes of the NH Special Education State Performance Plan (SPP) relative to preschool special education, including Indicator 6: Preschool Settings, Indicator 7: Child Outcomes, Indicator 8: Parent Involvement, Indicator 12: Early Transitions and Indicator 17: State Systemic Improvement Plan. Strategies and activities developed as a result of this system should, at a minimum, address accessible resources and information, family engagement, data collection, analysis and utilization, interagency coordination, policy development, root cause analysis and correction of noncompliance, and support for local development of quality programs and services.
- For Indicator 17~ State Systemic Improvement Plan (SSIP), these activities include:
 - Contract/hire a liaison to serve as a process coach for each of the SSIP districts. The liaisons will provide technical assistance and support to the districts with systems development, based on Active Implementation Framework. The liaisons will serve as a primary communication vehicle between the NHDOE and the districts, ensuring a solid feedback loop that flowed in both directions.
 - In collaboration with the NHDOE, facilitate a learning collaborative with the liaisons to promote their understanding of the initiative and how to best support the districts with building their capacity to improve social-emotional outcomes for preschool children with disabilities.
- Develop and implement an evaluation plan to determine effectiveness of the project. The evaluation plan should assess whether activities identified in the proposal were accomplished and the impact of the project on building local and state capacity to improve outcomes for preschool children with disabilities. The applicant may provide a completed evaluation plan with the application or may provide a work plan for engaging stakeholders, identifying focus questions, establishing short and long term objectives, and assessing the formative and summative impact of the project.

Initials 
Date 7/7/16

EXHIBIT B

Budget and Payment Method

General Expenses:

Budget (period ending June 30, 2018)

Account: 06-56-56-562510-21840000-102-500731

Description of Services	FY'17	FY'18
Project Director	\$16,744.00	\$16,744.00
Project Coordinator	\$19,500.00	\$19,500.00
FE Facilitator	\$2,600.00	\$2,600.00
Administrative Assistant	\$7,410.00	\$7,410.00
Fringe		
Project Director	\$1,330.00	\$1,330.00
Project Coordinator	\$5,742.00	\$5,742.00
FE Facilitator	\$240.00	\$240.00
Administrative Assistant	\$3,420.00	\$3,420.00
Subtotal Personnel	\$56,986.00	\$56,986.00
District Liaisons	\$69,225.00	\$69,225.00
TA Consultants	\$20,200.00	\$20,200.00
Stipends	\$750.00	\$750.00
Graphic Design	\$750.00	\$750.00
Web Maintenance	\$500.00	\$500.00
Travel	\$1,750.00	\$1,750.00
Workshop/Meeting Expenses	\$1,000.00	\$1,000.00
Telephone / Communications	\$750.00	\$750.00
Supplies	\$700.00	\$700.00
Photocopying/Printing	\$1,500.00	\$1,500.00
Postage	\$100.00	\$100.00
Rent	\$3,192.00	\$3,192.00
Subtotal Expenses	\$100,417.00	\$100,417.00
Indirect Costs – 8%	\$12,592.00	\$12,548.00
Total	\$169,995.00	\$169,995.00

Limitation on Price:

Upon mutual agreement between the State Contracting Officer and the contractor, line items in this budget may be adjusted one to another, with +/- 10% of the indicated amount, but in no case shall the total budget exceed the price limitation of \$339,990.00.

Method of Payment:

Payment will be made on the basis of monthly invoices received by the 10th of the following month which are supported by a summary of activities that have taken place in accordance with the terms of the contract. If otherwise correct and acceptable, payment will be made.

Invoices will be submitted to:

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

Initials
Date 7/7/16

EXHIBIT C

Any document(s) developed and published, as a project of the New Hampshire State Department of Education (NHDOE), Bureau of Special Education, will recognize the NHDOE, Bureau of Special Education as a sponsor. All documents created shall be the property of the Bureau of Special Education.

Initials
Date 7/7/16

ATTACHMENT A
**New Hampshire Preschool Special Education
 Building Local Capacity to Improve Results**

Applicant Name	7.2.1 Significance of Proposal: Description of applicant's capabilities to deliver the services, including a brief description of their personal and/or company's experience in developing and implementing a program of this type. To include references as applicable. Please identify the specific subsections of 1.0 as they are addressed (see 1.0 Minimum Requirements). (10 pts.)	7.2.2 Quality of Services: Describe how you will accomplish the Services to be Provided, including activities and strategies that will achieve the purpose of this Request for Proposals. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative. 7.2.2.1 Core Services: Provide a detailed explanation of how you will address the core services of the proposal. (10 pts.)	7.2.2.2 Local Capacity Building System: Provide a detailed explanation of how you will accomplish each of these subsections to develop and implement a local capacity building system. (20 pts.)	7.2.2.3 Evaluation Plan: Describe your comprehensive evaluation of the proposed project's activities, effectiveness and impact. (10 pts.)	7.2.3 Management Plan: Provide a work plan that includes a timeline, persons responsible and milestones or benchmarks in accordance with the activities to carry out Services to be Provided. (15 pts.)	7.2.4 Personnel and Partners: Provide a listing of the individuals who will have responsibilities within the proposed project, their qualifications and duties, and the amount of time each will devote to the project. Identify key partners, describe their anticipated participation and provide documentation of their commitment. (10 pts.)	7.2.5 Adequacy of Resources: Provide a detailed budget, including budget notes/justification, which clearly explains the relationship between proposed activities and expenditures. The budget should be broken down into two (2) fiscal years: FY '17 (July 1, 2016 – June 30, 2017) and FY '18 (July 1, 2017 – June 30, 2018), and not exceed \$170,000 for each year. Indirect costs may not exceed 8%. (25 pts.)	Total Score
NH Coalition for Children with Disabilities	9	9	16	7.34	13.67	9	25	91.35

The committee members responsible for the review of the NH Preschool Special Education Building Local Capacity to Improve Results proposal include the following individuals:

- Mary Lane - Education Consultant - Special Education
- Bridget Brown - Education Consultant - Special Education
- Christina MacDonald - Education Consultant - Special Education

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

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

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

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 NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire nonprofit corporation formed October 7, 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 14th day of April A.D. 2016

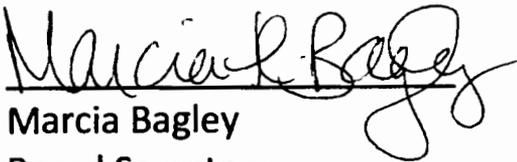
A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Certificate of Authority

The Board of Directors for the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, having a principal place located at 54 Old Suncook Road, Concord, NH 03301 do hereby certify that Michelle Lewis, the appointed Executive Director of the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, is authorized to sign and execute all agreements for Governor and Council on behalf of the Board of Directors.

This authorization was adopted at a meeting of the NH Coalition for Citizens with Disabilities board on November 28, 2012, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation, a resolution adopted by the board of directors of the corporation.



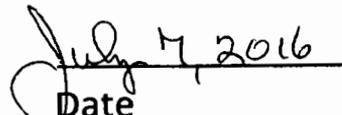
Marcia Bagley
Board Secretary



Date



Notary Public



Date

**My commission expires
October 29, 2019**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/31/2015

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 Infantine Insurance P. O. Box 5125 Manchester NH 03108		CONTACT NAME: Vivian Pinette PHONE (AG, No. Ext.): (800) 937-0704 FAX (AG, No.): (603) 669-6831 E-MAIL ADDRESS: vivian@infantine.com	
INSURED NH Coalition For Citizens With Disabilities Inc. 54 Old Suncook Rd Concord NH 03301-7317		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins Co NAIC # 18058 INSURER B: AmGuard Ins Co 42390 INSURER C: Mount Vernon Fire Ins. Co. INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL15122959070 **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.

INBR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PEPK1436149	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PEPK1436149	1/1/2016	1/1/2017	COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Auto Liability \$ 1,000,000
A	<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 \$ 10,000		PSUB525825	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ <input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER
B	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	NHWC738301 State: NH	1/1/2016	1/1/2017	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	D&O/Employment Practices		NDO2003251J	1/1/2016	1/1/2017	\$1,000,000 Occurrence \$1,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 181, Additional Remarks Schedule, may be attached if more space is required)
 Confirmation of coverage.

CERTIFICATE HOLDER 224-4365 State of New Hampshire Department of Education 101 Pleasant St. 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 Charles Hamlin/VP2 <i>Charles Hamlin</i>
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Parent Information Center
Board of Directors July 2016

The board serves without compensation.

Marcia Bagley
Board Secretary
Asst. Sped Education Director, Nashua
Member 2011

Kelley Chalifoux
Higher Education Representative
Member 2016

Jocelyn Charles
Parent Representative
CPA
Member 2014

Cindy DiFillipo
Parent Representative
Marketing Consultant
Member 2015

Sandra E. Fay
Board Treasurer
Member 2012

Sreenivasu Odugu
Parent Representative
Member 2015

Paula Ferenc
Circle Program, Program Director
Parent Representative
Board Chair
Member 2011

Dana Hill
Parent Representative
Vice Chair
Member 2014

Kimberly Plante
Parent Representative
Member 2015

Executive Director
Michelle Lewis
Parent Information Center

Principal Staff and Salaries

	FY 2017	FY 2018
Project Director, Michelle Lewis - 30% FTE	\$16,744	\$16,744
Project Coordinator, Jennifer Cunha - 40% FTE	\$19,500	\$19,500
Family Engagement Facilitator, Tracy Walbridge – 6% FTE	\$2,600	\$2,600
Administrative Support, to be hired – 20% FTE	\$7,410	\$7,410

Pyramid Model Consortium
Balance Sheet Summary
As of December 31, 2017

02/15/18

	<u>Dec 31, '17</u>
ASSETS	
Current Assets	
Checking/Savings	203,187.93
Accounts Receivable	<u>87,532.35</u>
Total Current Assets	290,720.28
Fixed Assets	<u>1,178.09</u>
TOTAL ASSETS	<u>291,898.37</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	<u>24,323.12</u>
Total Current Liabilities	<u>24,323.12</u>
Total Liabilities	<u>24,323.12</u>
Equity	<u>253,462.31</u>
TOTAL LIABILITIES & EQUITY	<u>253,462.31</u>

**Parent Information Center
Mission Statement**

The Parent Information Center (PIC), a New Hampshire statewide family organization, strives to achieve positive outcomes for children and youth, with a focus on those with disabilities and special health care needs. This is achieved through its partnerships with families, educators, youth, professionals, and organizations.

Overview of NH Coalition for Citizens with Disabilities d/b/a Parent Information Center (PIC)

Established over three decades ago with the belief that all children can succeed with the right support, the NH Coalition for Citizens with Disabilities, d/b/a the Parent Information Center (PIC) is a statewide family organization that strives to achieve positive outcomes for children and youth, with a focus on those with disabilities and special healthcare needs. This is achieved through its partnerships with families, educators, youth, professionals and organizations.

PIC serves as the umbrella agency for 6 major projects, as well as a number of smaller local or statewide initiatives, which encompass special focus areas including special education, early intervention, early literacy, parent involvement in supporting their child's development and education, infants and toddlers with sensory impairments, children with special health care needs, preventing child abuse, and family-school-community partnerships. These projects provide direct services and training to more than 10,000 individuals, primarily parents, each year, using an array of modalities, including workshops, training series, individual technical assistance, and coaching/mentoring. PIC also provides information through print materials and our websites.

PIC's approach to improving family/school/community partnerships is grounded in 30 years of research conducted by Epstein, Mapp, Henderson, and Harvard Family Research. From its inception to the present PIC has demonstrated the ability to identify and respond to the changing needs of children and families in N.H.