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



Paul 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

September 21, 2016

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

REQUESTED ACTION

1. Authorize the Department of Education, Division of Program Support to enter into a **sole source** contract with Dina Rabuck, Herndon, VA (Vendor code 274659), in an amount not to exceed \$50,000.00, to provide support for database management/infrastructure, effective upon Governor and Council approval through June 30, 2017. 100% Federal Funds

Funding is available in the account titled State Assessment-Federal as follows:

	<u>FY 17</u>
06-56-56-562110-49930000-102-500731 Contracts for Program Services	\$50,000.00

2. Subject to Governor and Council approval, authorize the Department of Education to include a renewal option on this contract for up to one additional fiscal year, subject to the contractor's acceptable performance of the terms therein, and pending legislative approval of the next biennium budget.

EXPLANATION

The Department is requesting this be a **sole source** contract due to Ms. Rabuck having functioned as a NH Department of Information Technology database administrator and data liaison with the NH Department of Education. In this capacity, she designed, programed and administered numerous computer functions and routines specifically for the Department of Education. Her knowledge and skills are necessary for the Department of Education to build a sustainability model for data utilization in the future.

Dina Rabuck holds a Master of Science degree in Information Systems from Northeastern University, Boston, MA. She has worked as a Lead Database Administrator/Data Architect, Web Applications Branch Manager, Software Development Team Lead, and Software Engineer. She has the extensive expertise and experience necessary to carry out the duties of the position.

Her Excellency, Governor Margaret Wood Hassan
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Should Federal Funds no longer become available, General Funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink that reads "Virginia M. Barry". The signature is written in a cursive style with a large initial "V".

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

VMB:SM:emr

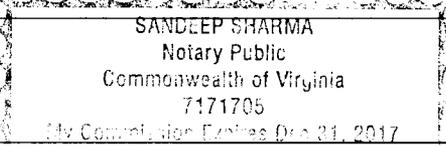
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH Department of Education		1.2 State Agency Address 101 Pleasant Street, Concord, NH 03301	
1.3 Contractor Name Dina Rabuck		1.4 Contractor Address 603 Adams Street, Herndon, VA 20170	
1.5 Contractor Phone Number 603-515-6891	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2017	1.8 Price Limitation \$50,000.00
1.9 Contracting Officer for State Agency Scott J. Mantie, Ph.D., Director, Division of Program Support		1.10 State Agency Telephone Number 603-271-3844	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Dina Rabuck	
1.13 Acknowledgement: State of <u>VIRGINIA</u> , County of <u>FAIRFAX</u> On <u>SEPT. 16 2016</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]			
1.13.2 Name and Title of Notary or Justice of the Peace <u>SANDEEP SHARMA</u>			
1.14 State Agency Signature <u>Virginia M. Barry</u> Date: <u>9/29/16</u>		1.15 Name and Title of State Agency Signatory <u>VIRGINIA M. BARRY</u> <u>Commissioner of Education</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <u>Sara J. McHugh</u> Director, On: <u>10-13-16</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: <u>Eric B. McInerney</u> On: <u>10/12/16</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

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

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

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

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

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

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

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

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

7. PERSONNEL.

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

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

Agreement. This provision shall survive termination of this Agreement.

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

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

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

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

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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

EXHIBIT A

SCOPE OF SERVICES

Dina Rabuck will provide the following services to the New Hampshire Department of Education effective upon Governor and Council approval through June 30, 2017:

- Provide Support for Database Management/Infrastructure including ongoing monitoring of the data warehouse, extract, transform and load functions, build data tables and views, data validation, manage nightly jobs, support data integration projects.
- Provide database support including support for data collection, student registration and results reporting for Assessment and Accountability. (DLM, SBAC, NECAP Science, SAT, PACE).
- Provide database support for multiple data systems within the DOE as directed.

EXHIBIT B

BUDGET

Budget (through June 30, 2017)

Professional services (\$80.00 per hour/ 625 hours) not to exceed \$50,000.00	<u>FY 17</u>
06-56-56-562110-49930000-102-500731	\$50,000.00

Method of Payment: Payments shall be made on invoices submitted monthly accompanied by a description of services for that period. Please submit invoices to:

Scott J. Mantie, Ph.D.
Division Director
NH Department of Education
101 Pleasant Street
Concord, NH 03301

EXHIBIT C

Subject to Governor and Council approval, authorize the Department of Education to include a renewal option on this contract for up to one additional fiscal year, subject to the contractor's acceptable performance of the terms therein, and pending legislative approval of the next biennium budget.

D.R.
Contractor Initials 9/16/2016
Date _____



**YOUR BUSINESS INSURANCE SOLUTION
SPECTRUM® BINDER**

Prepared for:
Dina Rabuck

Reference Number:

Proposed by:
USAA INSURANCE AGENCY INC/PHS
9800 Fredericksburg Road
San Antonio, TX 78288

William Donnell
Specialized Sales Underwriter
Specialized Sales Team
Phone: 704-942-2876
Fax:
Email: William.Donnell@thehartford.com

For more information: 800-343-1546
USAA Number:

Total Estimated Annual Premium for Spectrum:

\$ 500.00

POLICY LEVEL

Page

Liability Coverage.....

2

Important Messages:

This document is a binder of insurance for the applicant indicated above. It is not to be used as proof of coverage, unless bound by an authorized agent.

Coverage bound
for 30 days, effective

07/21/2016
(Date)

By

William Donnell
(Authorized Agent)

WHY THE HARTFORD

200 years experience | 1 million customers | Named One of the World's Most Ethical Companies | Recognized by JD Power
The Hartford is the market leader for small business with more than 200 years of experience, trusted by over 1 million customers and rated 4.8 out of 5 by Small Businesses.

Spectrum Binder of Insurance
with
Sentinel Insurance Company
A member company of *The Hartford*
7/21/2016 - 7/21/2017

Policy Level

<u>Liability Coverage</u>	<u>Limits of Insurance</u>	<u>Premium</u>
Business Liability:		
Broad Form Named Insured includes subsidiaries in which greater than 50% of voting stock is owned by the Named Insured	\$ Included	\$ Included
Defense Costs outside of the Limits of Insurance	\$ Included	\$ Included
Employees and Volunteers included as Insureds	\$ Included	\$ Included
Incidental Malpractice	\$ Included	\$ Included
Mental Anguish resulting from bodily injury, sickness or disease	\$ Included	\$ Included
Newly Acquired Organizations	\$ 180 days	\$ Included
Non-Owned watercraft under 51 feet	\$ Included	\$ Included
Per Location General Aggregate - owned or rented premises	\$ Included	\$ Included
Personal and Advertising Liability includes coverage for discrimination or humiliation (other than employment-related)	\$ Included	\$ Included
Property Damage to borrowed equipment not being used to perform operations at the job site	\$ Included	\$ Included
Unintentional failure to disclose hazards	\$ Included	\$ Included
Additional Insured - Coverage is automatically extended to persons or organizations whose written contracts or permits with the insured require insurance to be provided	\$ Included	\$ Included
Each Occurrence	\$ 1,000,000	
General Aggregate	\$ 2,000,000	\$ 4
Products/Completed Operations Aggregate	\$ 2,000,000	\$ Included
Personal and Advertising Injury	\$ 1,000,000	\$ Included
Damage to Premises Rented to You	\$ 1,000,000	\$ Included
Medical Expenses	\$ 10,000	\$ Included
Technology Services Coverage Extension	\$ Included	\$ 1
Employment Practices Liability (Claims Made)		
Per Claim	\$ 10,000	\$ Included
Aggregate	\$ 10,000	\$ Included
EPLI Deductible	\$ 0	
EPLI Retroactive Date: 7/21/2016		
Policy Base Premium		\$ 75
Minimum Premium Difference		\$ 418
Terrorism	\$ Included	\$ 2

Location/Building Level

Location/Building Information

Location No./Building No. : 001/001
Street Address :
City, State and Zip Code :
Protection Class : 0001
Class Code : 42071
Description : Computer Data Processing
Area : 200
Annual Sales/Receipts : \$60,000

Your Spectrum policy contains classes and coverages that may be subject to an annual audit. Your quoted premium may change based on the actual annual audit records provided to us.

DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT

Terrorism Coverage and Premium

In accordance with the federal Terrorism Risk Insurance Act (as amended "TRIA"), we are required to make coverage available under your policy for "certified acts of terrorism." The actual coverage provided by your policy(ies) will be limited by the terms, conditions, exclusions, limits, and other provisions of your policy(ies), as well as any applicable rules of law.

The portion of your premium attributable to this terrorism coverage is shown in the premium section(s) of this quote proposal or binder.

Definition of Certified Act of Terrorism

A "certified act of terrorism" means an act that is certified by the Secretary of the Treasury, in accordance with the provisions of TRIA, to be an act of terrorism under TRIA. The criteria contained in TRIA for a "certified act of terrorism" include the following:

1. The act results in insured losses in excess of \$5 million in the aggregate, attributable to all types of insurance subject to TRIA; and
2. The act results in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of an United States mission; and
3. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals acting as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

Disclosure of Federal Share of Terrorism Losses under TRIA

The United States Department of the Treasury will reimburse insurers for 85% of insured losses that exceed the applicable insurer deductible. Effective January 1, 2016, this percentage will be reduced to 84%, effective January 1, 2017 to 83%, effective January 1, 2018 to 82%, effective January 1, 2019 to 81%, and effective January 1, 2020 to 80%.

However, if aggregate industry insured losses under TRIA exceed \$100 Billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds \$100 billion. The United States government has not charged any premium for their participation in covering terrorism losses.

Cap on Insurer Liability for Terrorism Losses

If aggregate industry insured losses attributable to "certified acts of terrorism" under TRIA exceed \$100 Billion in a calendar year, and we have met, or will meet, our insurer deductible under TRIA, we shall not be liable for the payment of any portion of the amount of such losses that exceed \$100 billion. In such case, your coverage for terrorism losses may be reduced on a pro-rata basis in accordance with procedures established by the Treasury, based on its estimates of aggregate industry losses and our estimate that we will exceed our insurer deductible. In accordance with the Treasury's procedures, amounts paid for losses may be subject to further adjustments based on differences between actual losses and estimates.

Note to Producer on TRIA: The premium for terrorism coverage and the TRIA disclosures above must be provided to the insured or prospect at the time of quoting. If you are not using this quote proposal, you can use Hartford's stand-alone TRIA disclosure form for quotes and binders, which is available on the EBC or from the company.

DINA H. RABUCK

Technical Skills

Languages	ASP .NET, C# .Net, VB .Net, SQL, T-SQL, PL/SQL, HTML, DHTML, CSS, JavaScript, VBScript, ASP, AJAX, Java, JSP, C++, C, IDL, TCL/TK
Architectures	.Net Framework, .Net MVC, MS SharePoint Portal Server, Servlets, Java Beans, J2EE, CORBA, JDBC, RMI, MS-SSRS, MS-SSIS
Databases	Oracle, MS SQL Server
Tools	MS Visual Studio, MS Business Intelligence Development Studio, SQL Server Data Tools, Adobe Photoshop, MS SharePoint Designer

Education & Training

Master of Science – Information Systems Northeastern University – Graduate School of Engineering, Boston, MA, USA	1997
Bachelor of Arts - English Alexandria University – College of Arts, Alexandria Egypt	1993
Oracle 7 DBA Certificate Training The Oracle Channel – Boston, MA, USA	1996
Oracle 7 Symmetric Replication Oracle Education – Chicago, Illinois, USA	1997
Advanced Java Programming v1.2, Distributed Applications with CORBA 2.0 and Java, Java Swing, E-Commerce applications for Java, Oracle 9I New Features, Building usable Java Interfaces, HTML User Interface guidelines Oracle Education – Nashua, NH, USA	1998-2003
MS Office SharePoint Server 2007 Administration, MS Office SharePoint Server 2007 Designer, MS InfoPath 2007, ASP.NET v 2.0, Advanced ASP.NET v 2.0 Info Center – Kuwait	2007
Implementing and Maintaining Microsoft SQL Server Reporting Services Concord, NH	2014
Implementing a Data Warehouse with Microsoft SQL Server 2014 Concord, NH	2015

Publications

Automated Event Monitoring with the Oracle Diagnostics Pack, by Dina Holail Rabuck, Oracle Corporation. I presented the paper at the Oracle Open world conference in San Francisco, CA, 1998

Profile

- US Citizen
- Currently residing in Gilford, NH working for the State of New Hampshire
- Fluent (read/write/speak) in Arabic

Work Experience

DINA H. RABUCK

**New Hampshire State Department of Information Technology @
New Hampshire State Dept. of Education – Bureau of Data Management
Concord, NH**

April 2014 – July 2016

Lead Database Administrator/Data Architect

- Re-Designed and built a Student Level Educational Data Warehouse as part of a US Department of Education Federal Grant by analyzing data needs and creating school submissions and extraction interfaces to collect the data as needed from individual school Data Systems like PowerSchool and Performance Pathways
- Collect, store and validate student level enrollment data for approx. 200,000 students across the NH Public school system including Charter Schools, Virtual Schools and Public Academies.
- Creating Extract-transform-Load processes to populate the Data warehouse using SSIS
- Processing all collected data to generate state published SSRS reports like fall enrollment, attendance, Dropouts, Cohort, completers and graduation data.
- Establishing Student Demographics throughout the school year and making them available for all other program areas. Demographic data included Special Education, economic disadvantage, ESOL needs, title 1 homeless and migrant data
- Aggregate all student level data and apply NH Legislation business rules to produce Base Average Daily Membership data used in the calculation of State Adequacy Aid for all NH schools
- Extract and analyze Student level educational Data to service Legislative Service Requests to calculate the cost of adequate education in NH
- Collect, validate and process District level financial and operational data to calculate the NH Cost Per Pupil
- Implement and maintain NH State Data Privacy Laws like FERPA using data encryption methodologies to protect the identity of NH Students.
- Processing the registration of all Students to participate in Local and State assessments like SAT, PSAT, ACT, NWEA, DIBELS, AIMSWEB as well as NECAP and Smarter Balance in addition to alternate assessments like Dynamic Learning Maps
- Process all Assessment results and publish State accountability and participation rates reports for all NH Schools
- Assist and prepare research data for multiple research projects like the New England Secondary School Consortium, The Bill and Melinda Gates Research Foundation, Dartmouth University and many others
- Collect, validate and report on College Data for all NH Students by utilizing data sets from the office of Higher Education as well as National Student Clearing House to provide insight on where and when students matriculate and perform in College.
- Assemble all data sets required for US Department EdFacts federal education data reporting
- Create an interface for the Bureau of Data Management that defines the processes for Data Requests and data validation and approval as well as a Data snapshot Readiness interface to be used for audit purposes

CSA Ltd., Camp Arifjan, Kuwait

Oct 2005 – Mar 2012

Web Applications Branch Manager/Lead Data Architect

Jan 2008 – Mar 2012

- Responsible for creation and defining scope of work for the branch. In my tenure, 8 software developers were hired into the branch to support 15 software deployments across the company
- Manage timesheets, daily personnel reports, car assignments, training and leaves of absence for all branch personnel
- Lead a company-wide effort to establish a Material Management and Accounting System as part of an audit response initiative to release \$1.9M held by the US Army as a penalty for mismanaging Government property. Within 6 months, a new web-based enterprise solution was developed and implemented in more than 120 locations. All users were trained and all old data was cleansed and entered into the new system. The new solution passed DCAA and DCMA audits successfully and funds were released
- Designed and deployed the official company website
- Designed and implemented a phased implementation for an online Procurement Management tool to be used by our procurement and contracting staff as part of an audit response initiative. The tool allowed employees to dynamically publish RFQ's and RFP's to our company website as well as allow vendors to register with CSA Ltd., on the company website. The vendor data was collected into a database and used by procurement staff to analyze the market and approve vendors for future business
- Developed operating procedures for managing and administering the company's collaboration portal in cooperation

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with AECOM support

- Architected and developed various applications for many departments within CSA like Procurement, Contracting, HR, IMD, TMP, Training and Environmental Health & Safety
- Setup and maintained an intranet environment for the entire company to be used over the internet. A web, database and file servers were base-lined, setup and added to Active Directory

Sr. Data Architect / Software Development Team Lead

Oct 2005 – Jan 2008

- Redesigned and implemented the official public NIPR website for ASG-KU as well as the SIPR and intranet websites for all 22 staff sections
- Designed and implemented various applications on SIPR for ASG-KU staff sections using VB .NET and a SQL Server 2008 as a backend data store
- Designed an ASG-KU Sharepoint implementation across all staff sections. After presenting the project proposal to the chief of Staff and all CO's of the staff sections, the proposal was granted. Analyzed our hardware requirements and procured them. Redesigned existing intranet pages to fit the new Sharepoint Model
- Performed the duties of Database/System Administrator and Webmaster for all managed databases both on SIPR and NIPR for both CSA and ASG-KU across all army camps
- Performed the duties of Lead Database Application Developer for all CSA departments. Duties included implementing software packages for managing CSA's Installation Management Department (IMD) work orders, CSA's Central Issue Point (CIP) inventory and CSA's Transport Motor Pool (TMP) car lease management system
- Responsible for growing the Software Development team from 1 developer to a 3 person team

Oracle Corporation, Server Technologies, System Management Products, Nashua, NH

Jan 1998 – Aug 2002

Senior Member of Technical Staff

May 1999 – Sept 2002

Products: Enterprise Manager, Change Management Pack

- Provided a web interface to administer several Oracle database objects like datafiles, archive logs, rollback segments and tablespaces utilizing the Model-View-Controller J2EE pattern. The UI was implemented using Java Server Pages with servlets and Enterprise Java Beans as backend support
- Built a web interface to expose EMC Symmetrix storage configurations whereby users can map Oracle database objects and files across the I/O stack to the system device level showing statistics across the I/O topology.
- Implemented a dynamic Image generation API to build graphs and network diagrams and render those as HTML using client side image mapping.
- Built several Java tools that allowed Oracle database administrators to track and deploy changes on one or more destination database. The tools allowed DBAs to implement complex SQL changes and generate scripts to implement the changes including dependency information
- Designed and implemented a cloning tool for propagating database objects as well as the associated data and metadata. The tool allowed users to move all table data while maintaining data integrity.
- Redesigned a search engine that provided an interface to find database objects.
- Participated in building a tool that performed comparisons between Oracle database objects and displayed the results. The interface was extended to allow users to synchronize the differences between databases. The comparison algorithm implemented for the tool was then patented.
- Participated in Oracle Open World campground demos, meet the developers and hands on sessions where software developers provided first hand training to Oracle customers.
- Designed and trained Oracle support to troubleshoot, analyze and fix customer problems using our tools in a series of training seminars in Colorado Springs, San Francisco and Orlando support centers

Member of Technical Staff

Jan 1998 – May 1999

Products: Enterprise Manager, Diagnostics and Tuning Packs

- Designed and researched a Dashboard Java product which presented a DBA with an overall view for the health of a database given key metrics. Drill downs to more detailed statistics and charts were provided to aid in diagnosing and tuning database problems.
- Extended the Oracle Enterprise Manager Event Monitoring framework by providing more advanced events for different target types. Designed an interface for user defined events.
- Utilized an SNMP agent and data gatherer to implement an event and job scheduling system whereby DBAs can

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proactively detect hot spots in their systems and also proactively schedule jobs to fix the problems.

- Published an Oracle Open World paper, *Automated Event Monitoring with the Oracle Diagnostics Pack, by Dina Holail Rabuck, Oracle Corporation.* The paper was presented by me at the Oracle Open world conference in San Francisco, CA, 1998.

Novasoft Systems Inc., Burlington, MA

Mar 1996 – Jan 1998

Software Engineer

- Maintained the existing product by fixing bugs and providing patches to customers using a C-based, proprietary language OPL as well as writing specification, design documents, test, integration and documentation of software modules and products
- Integrated Oracle's Symmetric Replication to provide Distributed Document Management capabilities
- Designed and implemented WEBStar, A web-based Customer service program, which provided customers with different services to ensure customer satisfaction
- Developed a Call Tracking System to keep track of customer issues, prioritize them, and perform the necessary tasks on these issues. The system also allowed for an escalation function between customer service and engineering that involved routing forms through workflows based on time triggers