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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

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

January 27, 2020

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 (NHDOE), Bureau of Student Support to enter into a contract with The PLUS Company, Nashua, New Hampshire, (Vendor Code 155124), in an amount not to exceed \$150,000.00 to support developing new and/or enhancing existing Project SEARCH sites, effective upon Governor & Council approval through June 30, 2021, with an option to renew for three additional years. 100% Federal Funds.

Funds to support this request are available in the account titled IDEA-Special Ed-Elem/Sec for FY2020 and FY 2021 with the ability to adjust encumbrances between Fiscal Years through the Budget Office, if needed and justified.

06-56-56-562010-25040000-102-500731	<u>FY'20</u>	<u>FY'21</u>
Contracts for Program Services	\$50,000.00	\$100,000.00

EXPLANATION

The purpose of this contract is to develop new and/or enhance existing Project SEARCH sites, consistent with the Project SEARCH, school-to-work core model and guidelines, in partnership with the New Hampshire Department of Education, Bureau of Student Support and Vocational Rehabilitation, by offering students and young adults with disabilities the tools and training they need to work within a field that aligns with their identified strengths, interests, and abilities. The program shall be broken down into three training areas including, skills development, on-site classroom instruction/training, and rotational internships. The selected sites will enable students and young adults with disabilities to gain and maintain employment.

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Project SEARCH is a National Model and there are many sites doing the same work (implementing the SEARCH model). The Department of Education has decided to provide funding for two of the sites in New Hampshire: Community Bridges in Concord and The PLUS Company in Nashua.

A Request for Proposals (RFP) was advertised in the Manchester Union Leader for the period June 23, June 24, and June 25, 2019 and posted on the Department of Education's website. The Department received three (3) proposals from the issuance of the Request for Proposals "Project SEARCH Program Sites." The NHD OE plans to award contracts to two of the applicants: The PLUS Company and Community Bridges.

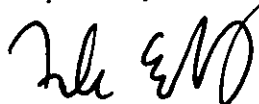
Project SEARCH is a 9-12 month program that provides immersion in a large community business. The program is approved by the New Hampshire Department of Education and focuses on sector-based training, which takes place entirely at the host business. The person-centered philosophy of Project SEARCH helps students build upon skills that will lead to a career, and allows them to graduate with measurable skill gains leading to employment. The Program focuses on serving students and young adults with a variety of developmental disabilities (acquired before age 22, such as intellectual disability, visual impairment, hearing impairment, orthopedic impairment, autism, etc.). The Sites provide consistent on-site staff including a certified teacher and work-site trainers.

A review committee consisting of Heidi Clyborne, Education Consultant, Bureau of Student Support, Elizabeth Graichen, Education Consultant, Bureau of Student Support, Lisa Hinson-Hatz, State Director of Vocational Rehabilitation, and Betina Greco, Transition and Section 504 Coordinator, Vocational Rehabilitation. Two of proposals met the criteria of the Request for Proposals (Attachment A).

The Department of Education would like to contract with The PLUS Company as their forward-thinking approach to the creation of a multi-faceted, business-led Business Advisory Council has been featured at several of the national Project SEARCH Conferences. The PLUS Company has the knowledge of the Project SEARCH standards and the ability to provide on the job training, classroom teaching, and rotational internships.

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

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

Attachment A

Project SEARCH Program Sites

Proposal Criteria in the RFP

Letter of Interest	15 points
Current Resumes	10 points
Work Products	20 points
Management Plan	20 points
Personnel and Partners	15 points
Budget	<u>20 points</u>
Possible Points	100 points

Three (3) proposals were received:

1. The PLUS Company
2. Community Bridges
3. Community Partners

1. The PLUS Company

Lisa Hinson-Hatz	Tina Greco	Heidi Clyborne	Elizabeth Graichen	Peer
<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Review</u>
94	82	94	100	93

2. Community Bridges

Lisa Hinson-Hatz	Tina Greco	Heidi Clyborne	Elizabeth Graichen	Peer
<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Review</u>
99	75	98	100	93

3. Community Partners

Lisa Hinson-Hatz	Tina Greco	Heidi Clyborne	Elizabeth Graichen	Peer
<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Score</u>	<u>Review</u>
73	43	66	50	58

Lisa Hinson-Hatz

Lisa is the State Director of Vocational Rehabilitation at the Department of Education.

Betina (Tina) Greco

Tina is the Transition and Section 504 Coordinator for Vocational Rehabilitation at the Department of Education.

Heidi Clyborne

Heidi is an Education Consultant for Special Education at the Department of Education.

Elizabeth Graichen

Elizabeth is an Education Consultant for Special Education at the Department of Education.


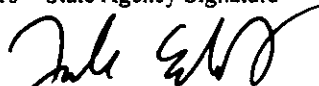
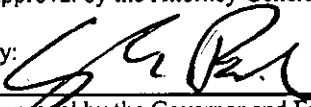
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education Bureau of Student Support		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name The PLUS Company		1.4 Contractor Address 19 Chestnut Street Nashua, New Hampshire 03060	
1.5 Contractor Phone Number 603-889-0652	1.6 Account Number See Exhibit C	1.7 Completion Date June 30, 2021	1.8 Price Limitation \$150,000.00
1.9 Contracting Officer for State Agency Rebecca Fredette, Administrator Bureau of Student Support		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Kim Shottas, Executive Director	
1.13 State Agency Signature 		1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner of Education	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 2/14/20			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

2. 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 B 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 affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provide in EXHIBIT B, in whole or in part. 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 reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source 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 C 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 applicable 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 employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property 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. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

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

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

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

Contractor Initials YBS
Date 12/27/20

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 cured, 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 give the Contractor a written notice specifying the Event of Default and 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 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. 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.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, 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 B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and

submit to the State a Transition Plan for services under the Agreement.

10. 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.

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.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor Initials VBS
Date 1/27/20

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. 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 continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial 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 or excess; 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 ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

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. The 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. **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.

17. **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.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and 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. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

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 or modifying provisions set forth in the attached EXHIBIT A 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.

23. **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 with respect to the subject matter hereof.

EXHIBIT A
Special Provisions

Subject to Governor and Council approval, authorize the Department of Education to include a renewal option on this contract for up to three (3) additional years, subject to the contractor's acceptable performance of the terms herein.

Additional Exhibits D – G.

Contractor's Initials VDS
Date 1/27/20

Exhibit B
SCOPE OF SERVICES

The PLUS Company will provide the following services:

Project SEARCH Program

Offer students, and young adults, with disabilities the tools and training they need to work within a field that aligns with their identified strengths, interests, and abilities via enhancing and improving an existing Project SEARCH site.

- Oversee and coordinate a Project SEARCH model in alignment with the national Project SEARCH model.
- Train and support the development of additional key staff, trainers and administrators of Project SEARCH.
- Professional staff will work with teachers and work site trainers to support students through each phase of the process.
- Analyze student's abilities and assist in enabling students to achieve competitive, integrated employment opportunities at the host business or in the community.
- Provide ongoing supervision and support of work site trainers and teachers.
- Monitor trainers and teachers to ensure adherence to the SEARCH model.
- Collaborate with partners when necessary to resolve issues.
- Provide written reports of activities on a monthly basis.
- Plan, facilitate and follow-up monthly meetings of the trainers and teachers to support supervision and to promote consistency in implementation of the model.
- Participation in State-level Project SEARCH Oversight Committee meetings.
- Collaborate and communicate with the Bureau consistently, and on an as-needed basis.

Contractor's Initials VBS
Date 1/27/20

Exhibit C
BUDGET

Budget

<i>Description of Services</i>	<i>FY'20</i>	<i>FY'21</i>
Salaries	\$20,215	\$40,430
Fringe Benefits	\$7,681.50	\$15,363
Videographer	\$2,500	\$5,000
Clinical Support	\$2,700	\$5,400
Stipends	\$300	\$600
Training	\$2,750	\$5,500
Travel	\$2,500	\$5,000
Equipment	\$3,875	\$7,750
Printing and Marketing Items	\$2,500	\$5,000
Indirect Costs	\$4,978.50	\$9,957
Totals	\$50,000	\$100,000

Limitation on Price: This contract will not exceed \$150,000.00.

Source of Funding:

Funds to support this request are available in the account titled IDEA-SPECIAL-ED ELEM/SEC in Fiscal Year 2020 and Fiscal Year 2021:

06-056-056-562010-25040000-102-50073	<u>FY'20</u>	<u>FY'21</u>
Contracts for Program Services	\$50,000.00	\$100,000.00

Method of Payment:

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

Submit Invoices to:

Janelle Lavin, Project Director
NH Department of Education
Bureau of Student Support
101 Pleasant Street
Concord, New Hampshire 03301

Contractor's Initials YBS
Date 11/27/20

EXHIBIT D**Contractor Obligations**

Contracts in excess of the simplified acquisition threshold (currently set at \$250,000) must address **administrative, contractual, or legal remedies** in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200, Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor, certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Breach

A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

Fraud and False Statements

The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC § 1001 and § 1020.

Environmental Protection

(This clause is applicable if this Contract exceeds \$150,000. It applies to Federal-aid contracts only.)

The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

Procurement of Recovered Materials

In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Contractor Initials VSS
Date 1/27/20

Exhibit E

Federal Debarment and Suspension

- a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:
 - 1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;
 - 2. Does not have a proposed debarment pending;
 - 3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and
 - 4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.
- c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Contractor Initials YDS
Date 1/21/20

Exhibit F

Anti-Lobbying

The Contractor agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, execute the following Certification:

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (<http://www.whitehouse.gov/omb/grants/sfilin.pdf>).
- c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Contractor Initials: MS
Date: 10/1/20

Exhibit G

Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality

Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the DOE.

Any discovery or invention that arises during the course of the contract shall be reported to the DOE. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

Confidentiality

All Written and oral information and materials disclosed or provided by the DOE under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the DOE and its partners, must remain the exclusive property of the DOE.

Confidential information means all data and information related to the business and operation of the DOE, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the DOE, financial information, partner information (including the identity of DOE partners), Contractor and supplier information, (including the identity of DOE Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the DOE to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the DOE or subcontracted with the Contractor.

Ownership of Intellectual Property

The DOE shall retain ownership of all source data and other intellectual property of the DOE provided to the Contractor in order to complete the services of this agreement. As well the DOE will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the DOE.

Contractor Initials YOS
Date 11/27/20

CERTIFICATE OF AUTHORITY

I, Timothy G. Kerrigan, hereby certify that I am duly elected
(Name)

Clerk/Secretary/Officer of The PLUS Company, Inc. I hereby certify the
(Name of Corporation)

following is a true copy of a vote taken at a meeting of the Board of Director/shareholders,
duly called and held on 1/7, 2020, at which a quorum of the
Directors/shareholder were present and voting.

VOTED: That Kim Shottes Executive (may list more than one person) is
(Name and Title) Director

Duly authorized to enter into contracts or agreements on behalf of
The PLUS Company, Inc. with the State of New
(Name of Corporation)

Hampshire and any of its agencies s or departments and further is authorized to execute
any documents which may in his/her judgement be desirable or necessary to effect the
purpose of this vote.

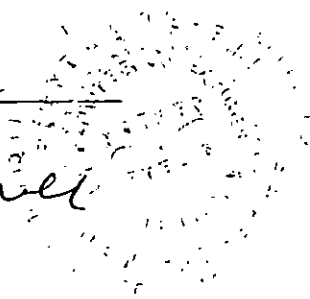
I hereby certify that said vote has not been amended or repealed and remains in full
force and effect as of the date of the contract to which this certificate is attached. This
authority **remains valid for thirty (30) days** from the date of this Corporate Resolution. I further
certify that it is understood that the State of New Hampshire will rely on this certificate as
evidence that the person(s) listed above currently occupy the positon(s) indicated and that
they have full authority to bind the corporation. To the extent that there are any limits on the
authority of any listed individual to bind the corporation in contracts with the State of New
Hampshire, all such limitations are expressly stated herein.

DATED: 1/8/2020

ATTEST: Secretary
TJK
(Name and Title)

BRENDA A MERRILL
Notary Public-New Hampshire
My Commission Expires
June 06, 2023

Brenda A Merrill



State of New Hampshire

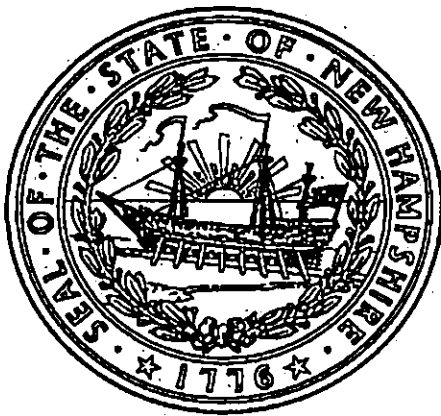
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE PLUS CO., INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on December 30, 1977. 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: 65078

Certificate Number: 0004761415



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 10th day of January A.D. 2020.

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

William M. Gardner
Secretary of State

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 have ADDITIONAL INSURED provisions or 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 any rights to the certificate holder in lieu of such endorsement(s).


PRODUCER USI Insurance Services LLC 3 Executive Park Drive, Suite 300 Bedford, NH 03110 855 874-0123	CONTACT NAME: PHONE (A/C, No, Ext): 855 874-0123		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURED The Plus Company Inc. et al 19 Chestnut Street Nashua, NH 03060	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Philadelphia Insurance Company		32204
	INSURER B : AIG Mutual Insurance Company		33758
	INSURER C :		
	INSURER D :		
	INSURER E :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR 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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		[REDACTED]	01/23/2020	01/23/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMPIOP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		[REDACTED]	01/23/2020	01/23/2021	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 checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10000		[REDACTED]	01/23/2020	01/23/2021	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
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 N/A	[REDACTED]	01/23/2020	01/23/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Professional Liab		[REDACTED]	01/23/2020	01/23/2021	\$1,000,000 ea. incident \$3,000,000 aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 This Certificate covers all operations usual and customary to the business of the insured.

CERTIFICATE HOLDER State of New Hampshire Department of Education 101 Pleasant Street Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

ABOUT US (/ABOUT-US-1)
CAREERS (/CAREERS)
VIDEOS (/VIDEOS)
PHOTOS (/PHOTO-GALLERY)
WORKFORCE SOLUTIONS (HTTP://WWW.PLUSCOMPANYWORKS.ORG)
CONTACT US (/CONTACT-US-1)

NASHUA OFFICE

19 Chestnut Street, Nashua,
NH 03060
(603) 889-0652

TEWKSBURY OFFICE

1053 East Street, Tewksbury,
MA 01840
(978) 640-3936

LAWRENCE OFFICE

3 Ballard Way, Lawrence,
MA 01843
(978) 689-8829

Hours of Operation: **Monday through Friday, 8:30 a.m. - 4:30 p.m.**

PLUS is a 501(c)(3) non-profit organization dedicated to enriching the lives of individuals with disabilities.

4. 111 111

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Mission Statement:

The mission of The PLUS Company, an acronym for People Learning Useful Skills, is to empower individuals with disabilities by providing support and services that maximize independence.

THE PLUS COMPANY, INC.
Preliminary Financial Report
For the Five Months Ending Saturday, November 30, 2019

	<u>Revenue Budget</u>	<u>Revenue Actual</u>	<u>Expend Budget</u>	<u>Expend Actual</u>	<u>Ytd FY 2020 Surplus (Deficit)</u>	<u>Surplus (Deficit) Current Month</u>	<u>Ytd FY 2019 Surplus (Deficit)</u>
Vocational							
New Hampshire Vocational	\$574,645	\$617,366	(\$677,905)	(\$669,487)	(\$52,121)	(\$44,464)	\$9,136
Massachusetts Vocational	\$988,845	\$947,243	(\$950,910)	(\$886,128)	\$61,115	\$34,117	\$36,653
Vocational - surplus/deficit					<u>\$8,994</u>	<u>(\$10,347)</u>	<u>\$45,790</u>
Residential/CSS							
Case Management	\$24,820	\$24,360	(\$23,537)	(\$24,669)	(\$310)	\$714	\$3,823
ICR Program	\$688,450	\$660,080	(\$692,580)	(\$630,748)	\$29,332	\$2,551	\$21,934
Residential	\$2,954,060	\$2,973,737	(\$2,781,247)	(\$2,860,986)	\$112,750	\$34,193	\$120,810
Residential/CSS - surplus/deficit					<u>\$141,773</u>	<u>\$37,458</u>	<u>\$146,567</u>
Supported Employment	\$216,180	\$204,933	(\$240,873)	(\$244,248)	(\$39,316)	(\$3,330)	(\$110,784)
Development/Relations	\$36,905	\$176,320	(\$36,852)	(\$85,677)	\$90,644	\$92,665	\$69,797
FY20 OPERATING TOTAL					<u>\$202,096</u>	<u>\$116,447</u>	<u>\$151,371</u>
FY20 RESTRICTED SURPLUS/DEFICIT					<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
FY20 COMBINED TOTAL					<u>\$202,096</u>	<u>\$116,447</u>	<u>\$151,371</u>
**FY19 and FY20 IN KIND DONATIONS					<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

THE PLUS COMPANY, INC.
Summary Balance Sheet
Saturday, November 30, 2019

ASSETS

Current Assets

Petty Cash	2,404
Cash	1,771,975
Accounts Receivable	1,234,801
Allowance for Uncollectable	(15,728)
Allowance for Uncollectable Transportation	(6,502)
Deposits	10,982
Prepaid Expenses	34,805
Total Current Assets	<u>3,032,737</u>

Fixed Assets

Land	266,746
Buildings	1,568,262
Leasehold Improvements	673,646
Furniture & Fixtures	116,794
Equipment	660,896
Accumulated Depreciation	(1,637,993)
Total Fixed Assets	<u>1,648,351</u>

TOTAL ASSETS

4,681,088

LIABILITIES & FUND BALANCE

Current Liabilities

Accounts Payable	146,256
Accounts Payable - Audit Fees	(8,865)
Notes Payable	279,712
Accrued Health Insurance	187,643
Reimbursable Expenses	(3,451)
Deferred DMR Support	68,995
Deferred Residential Support	422,850
Accrued Vacation/Payroll	498,527
Accrued Payroll Tax	17,815
Payroll Withholdings	81,039
Consumer Activities	3,863
Total Current Liabilities	<u>1,694,384</u>

Long Term Liabilities

Mortgages	957,294
Total Long Term Liabilities	<u>957,294</u>

Fund Balance

Fund Balance	1,827,315
Net Surplus/(Deficit)	202,096
Total Fund Balance	<u>2,029,410</u>

TOTAL LIABILITIES & FUND BALANCE

4,681,088



The PLUS Company Board of Directors does not receive any compensation.

19 Chestnut Street
Nashua, NH 03060
(603) 889-0652


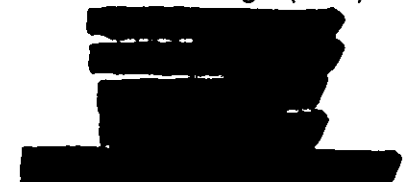


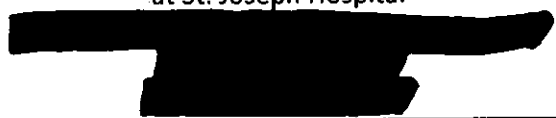
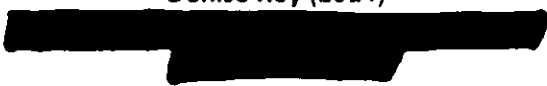


3 Ballard Way, Unit 302
Lawrence, MA 01840
(978) 689-8829

885 Main Street, Unit #5
Tewksbury, MA 01876
(978) 640-3936

www.pluscompany.org www.facebook.com/PLUScompany

PLUScompany

Board of Directors

Executive Committee	
<p>Jim Allard - Chair (2014) Jim Allard Contracting, LLC  jim@allardcontracting.com</p>	<p>Donnalee Lozeau – Vice Chair (2011) Executive Director Southern New Hampshire Services 134 Allds Street, Nashua, NH 03060 603-889-3440 (W) dlozeau@snhs.org</p>
<p>Tim Kerrigan - Secretary Attorney Kerrigan Law 211 Main Street, Nashua, NH 03060 603-943-5555 (W) attorneytimkerrigan@gmail.com</p>	<p>Mark McKenna – Treasurer (2015) Hospitality Director St. Joseph Hospital 172 Kinsley Street, Nashua, NH 03061 603-595-3123 (W) mamckenna@sjnh.org</p>
<p>Kim Shottes - Executive Director The PLUS Company 19 Chestnut Street, Nashua, NH 03060 603-889-0652 (W) kshottes@pluscompany.org</p>	
Directors	
<p>Robin Hefflefinger (2018) </p>	<p>Kevin Kouble (2016) Senior Vice President Information Systems Lowell Five 30 International Pl, Tewksbury, MA 01876 978-452-1300 (W) kkouble@lowellfive.com</p>
<p>Joseph Marshall Retired, Executive BAE Systems </p>	<p>Michael Monks Retired, Business Owner </p>
<p>Sandy Pelletier President/CEO Gateways Community Services 144 Canal Street, Nashua, NH 03064 603-882-6333 (W) spelletier@gatewayscs.org</p>	<p>Kathleen Rice Orshak (2010) Retired, VP of Mission Integration & Ethics at St. Joseph Hospital </p>
<p>Denise Roy (2014)  603-420-1809 (W)  droy@merrimacknh.gov</p>	<p>Bernard Streeter Former Executive Councilor, Former Mayor </p>

Marguerite M. Hinkle

Results-oriented Employment Program Professional with a proven track record of establishing and staffing programs, maintaining \$1M budget, working with partner organizations to achieve shared goals, with the ultimate goal of assisting clients in obtaining meaningful employment. Excellent communication, organizational, technical, problem solving, planning, and leadership skills.

CAREER HISTORY:

The PLUS Company, Nashua, NH

Director Career & Business Services

April 2014 to Present

- Direct all Supported Employment activities, including job development and career training for clients
- Oversee, coordinate and provide ongoing supervision of Project SEARCH program and staff, ensuring alignment with national Project SEARCH fidelity standards.
- Manage staff including program developers, instructors, employment specialists and career trainers
- Actively participate in Statewide Employment Leadership Committee

Program Developer

March 2012 to April 2014

- Developed, implemented and maintained sector-based employment training programs
- Supervised Employment Specialists in New Hampshire and Massachusetts
- Contributed to development of Career Assessment Pilot Program

Southern NH Services, Inc., Manchester, NH

August 2009 - March 2012

Workforce Investment Act (WIA) Job Placement Coordinator

- Established and maintained procedures for statewide job development activity in compliance with state and federal guidelines
- Managed Job Placement Specialists in five regions across the state of NH
- Attained OJT National Emergency Grant placements meeting \$1,062,500 ARRA funded goal
- Exceeded OJT goal of 48 statewide OJTs by 60 additional OJTs
- Worked collaboratively with NH Works and other partners including state and federal agencies

eCopy Inc., Nashua, NH

June 2008 – March 2009

Senior Human Resources Generalist

- Provided comprehensive support with compensation, benefits, employee relations, and recruitment as a business partner to the management team and employees

WS Packaging Group, Inc., Wilton, NH

February 2007 – June 2008

Human Resources Manager

- Managed the HR function for the New Hampshire and Georgia based facilities

Blackbird Books & Café, Nashua, NH

July 2002 – July 2006

Owner/Manager

Cytc Corporation, Marlborough, MA

January 1998 – July 2002

Director of Human Resources

- Directed all aspects of the HR function; grew the company from 100 to 500 employees; designed and implemented a performance appraisal process and market-based salary management program

EDUCATION:

Rivier University, Nashua, NH

Master of Science Degree (Honors), Human Resource Management

Bachelor of Arts Degree, Business/Office Administration

PROFESSIONAL SUMMARY

- 18+ years of experience in Human Services and secondary and post-secondary Education
- 14+ years of experience planning events and arranging event logistics including location, vendor negotiations, budget, publicity, confidential briefings, and the creation of event materials
- Strong ability to multi-task, meet deadlines and maintain organization in a demanding environment
- Proficient in Microsoft Office Suite, Harmony and Blackbaud Databases, as well as Social Media
- Proven talent for problem-solving, outreach, and relationship-building
- Self-motivated business professional with an engaging and bright personality
- Exceptional verbal and written communication skills with a natural ability to build relationships

EDUCATION

Suffolk University, Boston, MA
Masters of Education in Higher Education Administration, December 2002

Simmons College, Boston, MA
Bachelor of Arts in Arts Administration, May 2001

WORK EXPERIENCE

The PLUS Company, Nashua, NH 2014 – present
<http://www.pluscompany.org>

Project SEARCH Manager

- Coordinate student recruitment, internships, marketing and job development activities while providing leadership and ensuring adherence to employee policy and procedures outlined by St. Joseph Hospital and all partners of the Core Team
- Develop and maintain relationships with host site administration and staff to develop internship sites, write job descriptions and plan for necessary job modifications
- Facilitate team meetings between interns, families, staff, agencies and school districts to ensure all support needs are being met and remain in regular communication when face to face meetings are not needed
- Collaborate with staff to develop and complete monthly progress reports and disseminate reports to families, agencies and schools
- Perform outreach activities in the community to raise awareness of Project SEARCH
- Prepare presentations on best practices and present at national conference

Gateways Community Services, Nashua, NH 2012 – 2014
<http://www.gatewayscs.org>

CDS Service Coordinator

- Provide guidance and direction to 42 Consumers and their families when choosing and managing services
- Support Consumers and their families when planning and executing social and educational activities and participating in employment training programs
- Develop and maintain individual budgets based on allocated funds that will create well-rounded and meaningful programs for Consumers
- Facilitate team meetings between Consumers, families, agencies and vendors in an effort to build a solid support system based on communication
- Collaborate with Consumers and their families to prepare Service Agreements that set attainable goals while promoting growth and independence

Bishop Guertin High School, Nashua, NH 2005 – 2012
<http://www.bghs.org>

Director of Admissions

- Coordinated and managed all aspects of the admissions process, including recruitment, entrance and placement examinations, new student interviews, open houses, and decision letters
- Planned, coordinated, and executed various special events throughout the academic year
- Conceptualized and developed recruitment publications and media, including view books, search pieces, web videos, e-blasts, print ads, postcards, etc.
- Supervised Bishop Guertin's Student Ambassador program, and provided training for all participants
- Served as a member of the Institutional Advancement Team, as well as a member of Academic Council

Hesser College, Manchester, NH 2004 – 2005
<http://www.hesser.edu>
Admissions Representative

- Researched and developed a lead base to recruit prospective students
- Answered inquiry calls from potential students interested in receiving information about programs, including entrance requirements, curriculum, and academic standards
- Conducted interviews to determine student interest, motivation, and potential success-level
- Organized open house and orientation events for prospective, new, and current students
- Maintained recruitment records per department guidelines

David's Bridal, Nashua, NH
<http://www.davidsbridal.com>

2003 –2004

Bridal Consultant

- Built warm, personal relationships with clients and their parties to ensure complete customer satisfaction
- Recommended product styles or services to clients by collecting information and analyzing needs
- Maintained records, invoicing, and provided follow-up with clients to ensure exceptional customer service
- Maintained hourly sales and productivity standards

VOLUNTEER EXPERIENCE

St. Christopher School, Nashua, NH
<http://www.stchrisschoolnh.org>

2015-present

Parent Volunteer

- Serve as Class Agent for the school's Annual Fund Campaign
- Active member of the school's Auction Committee and Parent Group
- St. Christopher School 'Cookie Mom'
- Plan and coordinate themed classroom activities

Miss America Scholarship Program, Inc., Atlantic City, NJ
<http://www.missamerica.org>

2004-2014

Local Director, Miss Londonderry Scholarship Program, Inc.

- Coordinate and produce annual Miss Londonderry pageant
- Network with local business leaders to build sponsorship and raise scholarship dollars
- Counsel local title holders in preparation for state and national competition
- Plan community events to bring awareness to the Miss America organization

Simmons College, Boston, MA
<http://www.simmons.edu>

2001 – 2006

Vice President, Simmons College Class of 2001 Alumnae Class Council

- Served as "Reunion Chairperson" in class reunion years
- Attended annual alumnae leadership conference
- Acted as a primary contact between Simmons Alumnae Association and the Class of 2001

Jennifer Cahill

PROFILE

- Strong background supporting individuals with developmental and intellectual disabilities
- Extensive experience teaching transition aged students and adults
- Demonstrated ability to provide differentiated instruction
- Skilled in providing 1:1 and group support
- Ability to maintain a high level of confidentiality
- Adaptable and strong collaborative skills
- Dependable, patient, attentive, and consistent
- Strong research and analytical skills
- First Aid, CPR, AED certified
- Microsoft Word, Outlook, Excel, and PowerPoint

EXPERIENCE

The PLUS Company

Project SEARCH Career Trainer

Nashua, NH

8/15-Present

- Provide individualized support for students, including job coaching, building natural supports, identifying job accommodations, and use of assistive technology.
- Assess reading and math skills, and provide additional instruction as needed.
- Work and communicate effectively with program coordinator, instructor, career trainers, employers, family members, affiliated school personnel and other partnering agencies to problem solve issues related to training and employment.
- Perform specific job analysis, task analysis, and job matching activities.
- Practice positive reinforcement techniques with students, coworkers, and other staff.
- Train students in the areas of grooming, hygiene, communication, interviewing, social skills, and behavior, as they relate to successful employment.
- Complete ongoing training to become knowledgeable of strategies and current best practices in the field of supported employment.
- Submit time sensitive monthly reports and job coaching paperwork.
- Recognize and act on the legal responsibilities concerning the safety and welfare of the students.

Cahill Roofing Inc.

Vice President

Hollis, NH

2007-2015

- Created a website to attract new clients which resulted in a dramatic increase in business, and offered additional ways for customers to interact with us; tracked site usage via Google Analytics.
- Established a social media presence, which was used to market the new website, and increase web traffic.
- Developed an employee handbook.
- Managed all office needs including proposals and invoices, employee benefits, customer & vendor relations and commercial insurance requests.

Fidelity Investments

Human Resources Representative

Merrimack, NH

12/02-10/04

- Licensed Series 7 and Series 63 representative
- Acted as US Human Resources liaison for the Canadian HR team.
- Entered and audited employee data for new hires and existing employees.
- Interacted with all levels of the organization and maintained strict confidentiality of employee data.
- Managed a corporate reorganization process, including updating salaries, benefit packages, employee profiles, and management teams for hundreds of people against strict deadlines.

Corporate Accounts Payable

4/01-12/02

- Provided company-wide end-user support for our web-based Travel Expense & Entertainment system.
- Tested system before initial roll-out and facilitated training sessions for entire business units.
- Managed customer interactions requiring research, follow-through and tracking; de-escalated irate customers.
- Selected to participate in a six month mentor pilot program; gained knowledge from a President in the organization as well as through a formal curriculum; established and met personal and professional goals.

Service Trader II

10/99-4/01

- Assisted customers in a busy call environment with transactions including account inquiries & updates, tax questions, issue resolution, financial profile analysis, asset retention, market quotes, and mutual fund, brokerage & bond trades and redemptions.
- Successfully passed Series 7 and 63 securities exams to become a licensed stockbroker in all 50 states & Puerto Rico.
- Facilitated call review sessions and best-practice coaching as the Quality Control Liaison for my team.
- Maintained an error-free trading record.
- Selected to mentor a new hire class.
- Acted as interim manager for 16 representatives while they were enrolled in the corporate training program; responsibilities included, payroll, quality coaching, facilitating training modules, manager evaluations, and any issues that required the attention of Human Resources.

EDUCATION

Southern New Hampshire University

Hooksett, NH

Bachelor of Science, Candidate

1997-2003

GPA 3.811

- Major in Business Studies with a concentration in Business Administration

Plymouth State University

Plymouth, NH

Bachelor of Arts, Candidate

1992-1994

- Major in Early Childhood Education

VINCE KELLY

Objective Empowering people with developmental disabilities maximize their independence and realize their potential through employment is a passion. I am looking to leverage my corporate training experience and business knowledge to continue making a real difference in the lives of our people and in the community.

Work Experience **The PLUS Company, Inc., Nashua, NH** **2011 – Present**
INCOME Program Instructor

Instructor and Curriculum Developer for Project Search, a 10 month program focused on training people with developmental disabilities for employment. In affiliation with St. Joseph Hospital, the program provides both classroom and on-the-job training opportunities.

Advocated for, developed and delivered a Career Assessment Program as a first step for people with developmental disabilities to determine their interests, current capabilities and potential for increasing capabilities prior to seeking employment. This program ensures that participants seek appropriate, meaningful careers that engage them and result in sustained employment.

Developed and delivered a ground-breaking experiential learning program to help people with developmental disabilities secure and retain careers in office administration. Established a partnership with UMASS-Lowell for delivering the program on campus and providing internship opportunities for students. Job placement exceeded 85%.

SkillsSoft, Inc., Nashua, NH **2009 – 2011**
New Business Sales Executive

Sold cloud-based software solutions for this pioneer in the field of learning. Created substantial New Business pipeline and produced key competitive win at \$20B New England company. Specialized in Leadership Development and IT learning solutions.

Left to accept the challenge of helping develop a cooperative training solution for people with developmental disabilities.

Akamai, Inc., Cambridge, MA **2006 – 2009**
Director of Global Training

Designed and implemented global strategy for learning and development for 1,400 person workforce.

Introduced learning management process to Europe and North America: recognized for increasing employee satisfaction, productivity and customer service.

Designed, developed and delivered online and classroom training, directing a multi-continent task force to exploit the full potential of Akamai solutions. Increased New Business 20% in first six months and accelerated new hire productivity 50%.

VINCE KELLY

Work Experience (continued)

Computer Associates, Inc., Framingham, MA

2001 – 2006

Sales Executive

Dependable annual achiever rated in the top 10% of 2,000 salespeople.

“Personal Brand” selling strategy responsible for igniting 5 years of leading sales performance for this large enterprise software firm.

Used vision creation to help customers build towards inspiring goals. Consistently recognized by customers as a key collaborator and partner.

Compaq Computer/Digital Equipment Corporation

1983 – 2000

Salesperson – Sales Manager – Training Director – Sales Operations Manager

Sales and Sales Management: 10 years

Consistent annual achievement and multiple Top 10% performance awards

Specialized in multi-level relationship selling in large, strategic accounts.

Director of North America Sales Training: 4 years

Directed the development and delivery of all Selling Skills and Sales Management training in North America. Transformed skills training model.

Sales Operations Manager: 3 years

Responsible for monitoring, reporting and optimizing quality assurance, customer satisfaction, proposal support and field readiness.

Left in 2000 to pursue software sales career

Education

University of Notre Dame, Notre Dame, IN

BA, English

Community Activities

Board of Directors – Gateways Community Services (10 years)

Board of Directors – The PLUS Company (6 years)

Leadership New Hampshire – 2001

Special Olympics volunteer in AZ and NH (25 years)

New Horizon Soup Kitchen

MAIA J. SEMERZIER

EXPERIENCE:

Edge Counseling

P.O. Box 215 Center Barnstead NH 03225

May 2015- Present

Clinician

- Provide individual therapy utilizing a variety of treatment modalities
- Facilitate group therapy including, aftercare for those who have perpetrated sexual violence, Anger Management, Batterer's Intervention and modified Dialectical Behavioral Therapy skills group.
- Develop and maintain clinical records such as treatment plans, progress notes and discharge summaries.
- Provide clinical consultation to program support teams
- Complete functional behavior assessment, develop and maintain behavioral treatment plan, facilitate trainings on behavioral treatment plans
- Provide clinical consultation on the development and implementation of policies and procedures

Edie Gault LICSW, LLC

41 Glendale Pl Gilford, NH 03249

May 2014- May 2015

Intern

- Develop and maintain clinical records such as treatment plans, progress notes and termination summaries.
- Facilitate group therapy, aftercare with individuals who have perpetrated sexual violence
- Facilitate modified Dialectical Behavioral Therapy skills group for women ages 20 to 35.
- Facilitate anxiety management/ social skill development groups with young men ages 21 to 30
- Assist in completing risk assessments with regard to violent and/or sexual behavior
- Complete assessment of treatment programs and provide clinical recommendations

Concord Hospital, 5 West, voluntary psychiatric unit

254 Pleasant St Concord, NH 03301

September 2013 - May 2014

Intern

- Completed record reviews
- Participated in clinical meetings
- Connected clients to community providers
- Developed curriculum for unit groups
- Facilitated unit groups including; stress management, life skills, and unit meeting
- Facilitated family meetings
- Assisted clients in individual meeting to complete Wellness Recovery Action Plan (WRAP)
- Assisted clients in developing crisis plans
- Member of unit task force to develop programing for the unit
- Assisted in the assessment and referral of clients for admission to other psychiatric facilities

Edge Counseling

P.O. Box 215 Center Barnstead NH 03225

November 2014- May 2015

Behaviorist

- Complete functional behavior assessment

- Develop and maintain behavioral treatment plan
- Provide ongoing training in regards to behavioral treatment plan

Community Bridges

February 2009- May 2015

70 Pembroke Rd Concord, NH 03301

Program Manager

- Develop and maintain behavioral treatment plans for individuals with developmental disabilities
- Develop trainings for management team in the areas of behavior plan implementation and regional standards
- Provide responsive clinically based supports and services to individual who demonstrate intense behavioral challenges
- Participate, as the department representative, in bi-weekly clinical team meetings
- Responsible for staff supervision and the management of services options
- Develop implement and monitor program budgets
- Ensure compliance with applicable state and federal regulations
- Analyze and compile relevant data and support information for each program managed

Community Bridges

March 2007- February 2009

70 Pembroke Rd, Concord NH 03301

March 2005-September 2005

Case Manager

- Coordinated and facilitated supports for individuals aged 3 and older who experience developmental disabilities, traumatic brain injury, and/or acquired brain disorder.
- Provided job specific computer systems orientation and trainings to new employees.
- Created and monitored the implementation of Individual Service Plans, In-Home Support Plans, Self-Directed Service Plans and Agreements.
- Connected families and individuals to community resources and other families.
- Facilitated person-centered planning/future planning, team meetings and acted as liaison with consultants and outside professionals.
- Assisted in creating and monitoring projected individualized budgets

Easter Seals of New Hampshire

April 2002-March 2005

200 Zachary Rd, Manchester 03109

Unit Supervisor of Educational Residential Services

- Provided services to individuals with varied behavior concerns.
- Responsible for staff supervision and the management of service operations
- Responsible to crisis management with in each unit.
- Acted as a liaison with consultants who provide therapeutic services to clients.
- Ensured compliance with state certification/licensing standards, agency policies, other governing agencies guidelines, and contractual obligations.
- Assessed, reviewed, and implemented client's Individualized Treatment Plans.
- Maintained all required data relative to program goals and objectives, client activities, and incidents.
- Ensured participation in integrated community activities on a regular basis for all clients.

EDUCATION:

Boston University, Master of Social Work
1 Silber Way, Boston MA 02215

2015

Southern New Hampshire University, Bachelor of Arts, Major Psychology
2500 North River Road, Manchester, NH 03106

2010

LICENSURE:

Licensed Clinical Social Worker (LCSW)

2018

PROFESSIONAL DEVELOPMENT AND AFFILIATIONS:

National Association of Social Work Membership

2015 to present

Association for the Treatment of Sexual Abusers clinical Membership

2016 to present

Post graduate certification in the treatment of trauma

June 2019

Boston University

1 Silber Way, Boston MA 02215