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

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

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

April 9, 2013

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

*100% Federal Funds  
Sole Source*

REQUESTED ACTION

Authorize the Department of Education to enter into a contract amendment, (Contract #1026828), with Southeastern Regional Education Service Center (SERESC), Bedford, New Hampshire (vendor code 154866), by increasing the contract amount by \$30,000.00 from \$99,981.00 to \$129,981.00. The increase in funding is to provide a full day workshop and follow-up workshops to discuss the Common Core Standards (CCS) and Special Education. This increase in funding will be in effect from the date of Governor and Council approval through June 30, 2013. These are 100% Federal Funds.

Funding for this request is available as follows:

	<u>FY'13</u>
06-56-56-562510-41100000-102-500731	\$30,000.00
06-56-56-563010-32610000-072-509073	\$40,000.00
06-56-56-562010-64220000-102-500731	\$10,000.00
06-56-56-562010-32790000-102-500731	\$49,981.00

EXPLANATION

On November 14, 2012 (Item #125), Governor and Council approved, through June 30, 2013 in an amount not to exceed \$99,981.00 for Southeastern Regional Education Service Center (SERESC) to develop a comprehensive professional development plan and service delivery model for transitioning New Hampshire educators. The delivery plan will connect three primary components: the prioritized reform strategies, relevant delivery chains and expected impact on key outcome metrics.

Upon Governor and Council approval, the Department has contracted with SERESC to design a coherent series of professional learning activities which shall train educators in the scope, sequence and expectations for the NH College and Career Ready Standards. SERESC has long been a NH leader in providing technical assistance, professional development and support for educational improvement initiatives in NH. SERESC's contracted service providers are found in schools throughout New Hampshire, providing technical assistance and professional development as consultants, coaches, facilitators and presenters. They have the extensive experience and expertise to successfully carry out the project.

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council

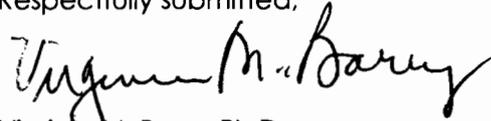
Page Two

April 9, 2013

Given the need to ensure Special Education educators are trained to implement the NH College and Career Ready Standards, we are requesting additional funding to provide these services.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Virginia M. Barry". The signature is written in a cursive style with a large, prominent initial "V".

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

VMB:BJR

**AMENDMENT TO  
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, Commissioner's Office, hereinafter "the Agency," and Southeastern Regional Education Service Center (SERESC) of Bedford, hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by Governor and Council on November 14, 2012 (item #125) hereby agree to modify same as follows:

1. Amendment of contract by increasing the contract amount by \$30,000.00 to provide a full day workshop and follow-up workshops to discuss the Common Core Standards (CCS) and Special Education.
6. All other provisions of the contract shall remain in effect
7. This modification shall be effective on the date of approval by Governor and Council.

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE  
Department of Education  
Division of Instruction

By: Santana Medina  
Division Director/Administrator

By: Virginia M Barry  
Commissioner of Education

SERESC

By: Richard La Salle  
Signature, Title  
Richard La Salle, Exec. Director

STATE OF New Hampshire

County of Hillsborough

On this the 1<sup>st</sup> day of April, ~~2009~~ <sup>2013</sup> before me, Abby L. Collins, the undersigned officer, personally appeared Richard La Salle who acknowledged himself/herself to be the of SERESC a corporation, and that he, as such Executive Director, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as Executive Director.

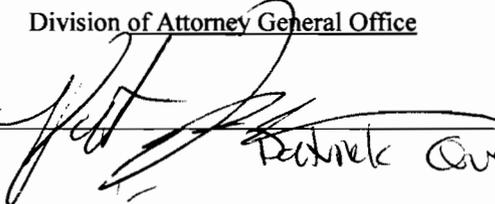
In witness whereof I hereto set my hand and official seal.

**ABBY COLLINS, Notary Public**  
My Commission Expires **September 23, 2014**

Abby Collins  
Notary Public/Justice of the Peace

Approved as to form, substance and execution by the Attorney General this 15 day of April, 200<sup>13</sup>~~9~~.

Division of Attorney General Office

By:  \_\_\_\_\_  
Technick Overman

Approved by the Governor and Council this \_\_\_\_\_ day of \_\_\_\_\_, 2009

By: \_\_\_\_\_



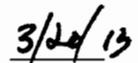
## EXHIBIT A

### SCOPE OF SERVICES

Southeastern Regional Education Service Center, Inc. (SERESC) will provide the following services to the New Hampshire Department of Education from the date of Governor and Council approval until June 30, 2013:

- Provide full day workshops and follow-up workshops to discuss the Common Core Standards (CCS) and Special Education

  
\_\_\_\_\_  
Contractor  
Initials

  
\_\_\_\_\_  
Date

**EXHIBIT B**

**BUDGET**

<b>Description</b>		<b>Total</b>
Workshops	Common Core Standards and Special Education	\$30,000.00
<b>Total</b>		<b>\$30,00.00</b>

**Funding Source:** Funding for this contract is 100% Federal Funds from the following account:

06-56-56-41100000-102 (object code 500371) FY13: \$ 30,000.00

**Method of Payment:**

Payment is to be made monthly on the basis of invoices which are supported by a summary of activities that have taken place in accordance with the terms of the contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. Invoices and reports shall be submitted to:

Barbara Raymond  
Bureau of Special Education  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

  
\_\_\_\_\_  
Contractor  
Initials

3/20/13  
Date

**Exhibit C**

Special Provisions

None

  
Contractor  
Initials

3/20/13  
Date



Southeastern Regional Education Service Center, Inc.

29 Commerce Drive  
Bedford, NH 03110  
Phone: 603-206-6800  
Fax: 603-434-3891  
[www.seresc.net](http://www.seresc.net)

RICHARD LASALLE  
Executive Director

**CERTIFICATE OF AUTHORITY**

The Board of Directors of the Southeastern Regional Education Service Center, Inc. do hereby certify that Richard LaSalle is the duly appointed Executive Director of the Southeastern Regional Education Service Center, Inc. a New Hampshire Corporation duly existing under the law and having a principal place of business in Bedford, New Hampshire.

The Board also certifies that Richard LaSalle is authorized by the Board of Directors of the Southeastern Regional Education Service Center, Inc. to sign on behalf of the corporation; all contracts, agreements, documents, application for payment from the Governor and Council, state bodies and all other individuals and entities.

The Board further certifies that Richard LaSalle is authorized to execute on behalf of the Corporation; all contracts, agreements and other similar documents.

8/20/12  
Date

  
Dr. Charles P. Littlefield, Chairperson  
SERESC Board of Directors

The foregoing resolution has not been amended or revoked and remains in full force and effect as of 4/24/13

  
Timothy Mayes, Vice Chairperson, Clerk  
SERESC Board of Directors

ABBY COLLINS, Notary Public  
My Commission Expires September 23, 2014

Hillsborough  
County NH  
  
Signed 4/24/13

# 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 SOUTHEASTERN REGIONAL EDUCATIONAL SERVICE CENTER is a New Hampshire nonprofit corporation formed August 6, 1974. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 22<sup>nd</sup> day of March A.D. 2013

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State



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



... INFORMATION ONLY  
G & C Letter # \_\_\_\_\_  
G & C Date 11-14-12  
APPROVED: \_\_\_\_\_  
Page # \_\_\_\_\_  
Item # \_\_\_\_\_

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

*Item # 125*

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

October 22, 2012

His Excellency Governor John H. Lynch  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

REQUESTED ACTION

1. Authorize the Department of Education to enter into a contract with Southeastern Regional Education Service Center (SERESC), Bedford, NH (vendor code 154866), to develop a comprehensive professional development plan and service delivery model for transitioning NH educators to the Common Core Standards (CCS). This contract will be in effect from the date of Governor and Council approval through June 30, 2013, in an amount not to exceed \$99,981.00. Source of funds 100% Federal Funds.

Funding for this request is available as follows:

Account Numbers

06-56-56-563010-32610000-072 (object code 509073)	FY13: \$ 40,000.00
06-56-56-562010-64220000-102 (object code 500731)	FY13: \$ 10,000.00
06-56-56-562010-32790000-102 (object code 500731)	FY13: \$ 49,981.00

2. Subject to Governor and Council approval, authorize the Department of Education to exercise 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

A Request for Proposals was posted on both the Department's website and in the Manchester Union Leader with a deadline for receipt of September 19, 2012. The Department was seeking an individual or entity to develop a comprehensive professional development plan and service delivery model for transitioning NH

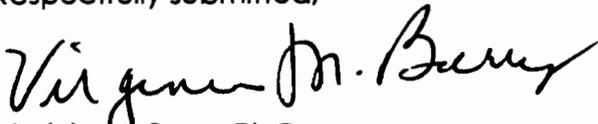
His Excellency Governor John H. Lynch  
and the Honorable Council  
October 22, 2012

educators to the Common Core Standards (CCS). The delivery plan would connect three primary components: the prioritized reform strategies, relevant delivery chains and expected impact on key outcome metrics (CCSSO: Common Core Implementation Workbook).

The Department would like to contract with SERESC to design a coherent series of professional learning activities which will train educators in the scope, sequence and expectations for the College and Career Ready Standards and the Common Core State Standards. SERESC has long been a NH leader in providing technical assistance, professional development and support for educational improvement initiatives in NH. SERESC's contracted service providers are found in schools throughout NH, providing technical assistance and professional development as consultants, coaches, facilitators and presenters. They have the extensive experience and expertise to successfully carry out the project.

Four proposals were received. They were reviewed and rated by an evaluation team consisting of the Administrator, Bureau of Integrated Programs, the Title II-A Program Manager, Bureau of Integrated Programs, a Program Specialist from the Bureau of Accountability and the Internal Auditor for the Department. Attached is a rubric for the list of applicants and their scores based on this review. The team recommended this organization.

Respectfully submitted,



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

VMB:dc:emr

Subject: ,

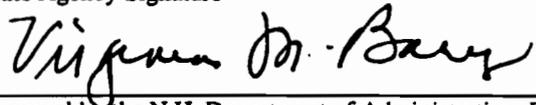
Transitioning to the Common Core State Standards - SERESC

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name NH State Department of Education		1.2 State Agency Address 101 Pleasant Street, Concord, NH 03301	
1.3 Contractor Name Southeastern Regional Education Service Center, Inc. (SERESC)		1.4 Contractor Address 29 Commerce Drive, Bedford, NH 03110	
1.5 Contractor Phone Number 603-206-6800	1.6 Account Number see Exhibit B	1.7 Completion Date June 30, 2013	1.8 Price Limitation \$99,981.00
1.9 Contracting Officer for State Agency Paul Leather, Deputy Commissioner of Education		1.10 State Agency Telephone Number 603-271-3801	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Richard LaSalle, Executive Director	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Hillsborough</u> On <u>10/19/12</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]		ABBY COLLINS, Notary Public My Commission Expires September 23, 2014	
1.13.2 Name and Title of Notary or Justice of the Peace Abby L. Collins, Notary			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Virginia M. Barry, Ph.D., Commissioner of Education	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  On: <u>10/24/12</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

**TRANSITIONING TO THE COMMON CORE STATE STANDARDS – Consensus Scoring**

**Scoring Rubric**

NAME	A detailed statement, including curricula vitae and references, that describes the bidder's professional qualifications and experience <i>(zero to 30 points)</i>	A detailed <b>budget</b> and justification related to the proposed bidder's services <i>(zero to 30 points)</i>	A narrative, which addresses the responsibilities, as outlined in the Services to be Provided, describing the bidder's related experience, insights, proposed approach and projected number of days required for identified tasks <i>(zero to 40 points)</i>	Total <i>(Out of 100)</i>	\$ Amount of Proposal
SERESC	27.67	30	39.67	97.34	\$99,981.00
School Improvement Network	30	21.67	34.33	86	\$97,250.00
RMC	29	28.33	38	95.33	\$99,899.00
Lisa Carter	22	13.33	17.67	53	\$96,000.00

The committee members responsible for the review of the proposal include the following individuals: Deborah Connell, Administrator, Bureau of Integrated Programs; Kathryn (Joey) Nichol, the Title II-A Program Manager, Bureau of Integrated Programs; Jennifer (Jiffi) Rainie, Program Specialist, Bureau of Accountability. Caitlin Davis, Internal Auditor for the Department, reviewed the budget for accuracy only, no points awarded.

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

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