



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

April 25, 2022

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

#### REQUESTED ACTION

Authorize the Department of Education, Division of Education Analytics and Resources, to amend an existing contract with Community & School Partners, LLC (vendor code 159040), Stratham, NH, to design, document, and employ NH assessment and accountability business rules by increasing the price limitation by \$186,000 from \$186,000 to \$372,000 and by extending the completion date from June 30, 2022 to December 31, 2022, effective upon Governor and Council approval. The original contract was approved by Governor and Council on June 2, 2021 (Item #109), and amended on December 22, 2021 (Item #97). 20% Federal Funds, 80% General Funds.

Funds to support this request are available in FY 22 in the accounts titled Educational Statistics, Educational Opportunities, and in FY 23 in the account titled Federal Accountability, with the ability to adjust encumbrances between Fiscal Years through the Budget Office, if needed and justified:

	<u>FY 22</u>
06-56-56-567010-30470000-102-500731 Contracts for Program Services	\$77,775.00
06-56-56-567010-30470000-038-500177 Technology-Software	\$32,052.00
06-56-56-567010-30460000-102-500731 Contracts for Program Services	<u>\$40,173.00</u>
	\$150,000.00
	<u>FY 23</u>
06-56-56-567010-30590000-102-500731 Contracts for Program Services	\$36,000.00

#### EXPLANATION

A Request for Proposals was posted on the Department of Administrative Services website from December 28, 2020 to January 29, 2021. The Department was seeking a vendor to upgrade the Education Statistics System application so that surveys share a common code base and the

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
page 2 of 2

maintenance (e.g. creating new surveys, editing existing surveys, security) and scheduling are configurable by the system administrators.

Three proposals were received, reviewed and rated by an evaluation team. The team recommended Community & School Partners, LLC.

Over the years, Community & School Partners has worked with the department on a variety of data initiatives. Their team members' knowledge of the department systems will help inform their ability to consider the design and integration of the ESS system with the data needs of other systems. They bring decades of experience with the technologies required for this project. Together, their breadth and depth of experience will be an asset to the department.

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

Respectfully submitted,



Frank Edelblut  
Commissioner of Education

FE:cd:sm



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

27 Hazen Dr., Concord, NH 03301  
Fax: 603-271-1516 TDD Access: 1-800-735-2964  
[www.nh.gov/doit](http://www.nh.gov/doit)

**Denis Goulet**  
*Commissioner*

April 20, 2022

Frank Edelblut, Commissioner  
Department of Education  
State of New Hampshire  
101 Pleasant Street  
Concord, NH 03301

Dear Commissioner Edelblut:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to amend a contract with Community & School Partners, LLC, of Rye, NH, as described below and referenced as DoIT No. 2021-064B.

Community & School Partners, LLC, will continue to upgrade the Department of Education's proprietary software, the Educational Statistics System application. DOE is enhancing and modifying the current system to improve functionality and ease of use for DOE users in generating surveys used to collect data from educational institutions.

This amendment will increase the contract price limitation by \$186,000 from \$186,000 to \$372,000 and will extend the contract end date to December 31, 2022, effective upon Governor and Council approval.

A copy of this letter should accompany the Department of Education's submission to the Governor and Executive Council for approval.

Sincerely,

Denis Goulet

DG/ik  
DoIT # 2021-064B

cc: Bruce Smith, DoIT

**AMENDMENT TO  
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, Division of Education Analytics and Resources, hereinafter "the Agency," and Community & School Partners, LLC, Stratham, NH hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by Governor and Council on June 2, 2021 (Item #109) and amended on December 22, 2021 (Item #97) hereby agree to modify same as follows:

1. Amend Section 1.6 by extending the completion date to December 31, 2022.
2. Amend Section 1.7 by increasing the price limitation by \$186,000.00 from \$186,000.00 to \$372,000.00.
3. Remove Exhibit A (Special Provisions) and replace with Exhibit A-1 (Special Provisions).
4. Remove Exhibit B (Scope of Services) and replace with Exhibit B-1 (Scope of Services).
5. Remove Exhibit C (Budget) and replace with Exhibit C-1 (Budget).
6. All other provisions of this agreement shall remain in full force and effect as originally set forth; and
7. This amendment shall commence upon Governor and Council approval through December 31, 2022.

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.

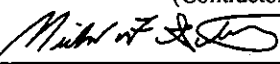
IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE  
Department of Education  
(Agency)

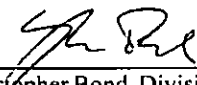
Division of Commissioner's Office

By:  5/13/2022  
Frank Edelblut, Commissioner of Education Date

(Contractor)

By:  05/05/2022  
Michael F. Schwartz, Single Member Date

Approved as to form, substance and execution by the Attorney General this 13 day of May, 2022.

  
Christopher Bond, Division of Attorney General Office

Approved by the Governor and Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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

## EXHIBIT A-1

### Special Provisions

Michael Schwartz represents that he currently has no employees, and as such, is effectively exempt from RSA 281-A. If he should hire any employees, however, he would be required to comply with Paragraph 15 (Workers' Compensation) of the P-37.

**Warranty Period** - The Warranty Period will initially commence upon the State issuance of a Letter of Acceptance for UAT and will continue for ninety (90) days. If within the last thirty (30) calendar days of the Warranty Period, the System Software fails to operate as specified, the Warranty Period will cease, the Vendor will correct the Deficiency, and a thirty (30) calendar day Warranty Period will begin. Any further Deficiencies with the Software must be corrected and run fault free for thirty (30) days.

### Federal Certification 2 CFR 200.415

Required certifications include: (a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

### Confidential Information

In performing its obligations under this Agreement, the contractor may gain access to Confidential Information of the State. Confidential Information includes any and all information owned or managed by the State of NH - created, received from or on behalf of any Agency of the State or accessed in the course of performing contracted Services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes but is not limited to Protected Health Information (PHI), Personally Identifiable Information (PII), Personal Financial Information (PFI), Social Security Numbers (SSN), Family Educational Rights and Privacy Act (FERPA), and or other sensitive and Confidential Information. The contractor shall not use the Confidential Information developed or obtained during the performance of, or acquired, or developed by reason of the Agreement, except as directly connected to and necessary for the performance of the Agreement. The contractor shall maintain the confidentiality of and protect from unauthorized use, disclosure, publication, and reproduction (collectively "release"), all Confidential Information.

## EXHIBIT B-1

### Scope of Services

Community & School Partners (C&SP) will provide the following services to the New Hampshire Department of Education effective upon Governor & Council approval through June 30, 2023

#### System Augmentation

- Ongoing design and augmentation of the web based Education Statistics System (ESS) as a result of ongoing and changing legislation, both State and Federal
- Provide a bank of questions that the Lead and Bureau Admins can leverage to create/modify the survey as a result of ongoing and changing legislation, both State and Federal
- Additional data validations tools for new/additional data elements as a result of ongoing and changing legislation, both State and Federal
  - Additional changes related to improved functionality Provide survey functionality:
  - The ability for the Lead and Bureau Admins to:
    - Upload/import questions
    - Modify questions once they have been added to a survey
  - Improvements/troubleshooting for school districts related to the ability to save, submit and certify (if needed)
  - Skip logic for questions as determined appropriate by survey host
  - Prepopulate summary data in surveys
  - Ability for users to run reports to pull the data from prior years by links within the survey
- Link the survey mailing lists to the mailing lists (e.g. superintendent list) in the DOE's common database including position level selection
- Provide the Lead and Bureau Admins with the ability to create validations on the survey fields
  - Dynamic validations (e.g. decision trees, control totals based on inputs, etc.)
  - Ability to have fields on survey that summarize data inputs (e.g. user enters number of staff per grade and a total row in the survey is then displayed automatically)
  - Data type
  - Comparisons to prior surveys (could be link)

*Contract between Community & School Partners and the New Hampshire Department of Education*

Contractor Initials: MS

Date: 05/05/22

- Provide the Lead and Bureau Admins with scheduling functionality:
  - Admins can schedule the surveys
  - Admins can create and schedule the reminder messages
- Security
  - Leverage the existing application security
  - Provide the Lead and Bureau Admins with the ability to maintain the security:
    - Role based
    - Single Sign on (SSO)
- Updates and additions as requested by program and school staff
- Ongoing deployment technical requirements:
- Work with DOE staff to re-create existing the surveys in the new application
- Document all system changes to support end-user knowledge.

#### **Training**

- Prepare administrators/users adequately to use the system
- Provide training to schools on system use as time and contract funds appropriate
- Specific tasks may be altered upon request of the NH DOE Division Director.

#### **Other IT requirements**

- Source control repository used throughout the project to store and version code
- Utilize the State of New Hampshire virtual private network/secure network internet access for communicating with the DOE's hardware
- Participate in Bureau and DOE meetings to share information as required
- Work collaboratively with state information technology developers and database administrators, and other project team members
- Every two weeks, provide the DOE project manager reports that document the work accomplished and a log of the time spent
- Work with DoIT resources to insure best practices in terms of development methodology, appropriate lifecycle management and production change management notification.

*Contract between Community & School Partners and the New Hampshire Department of Education*

Contractor Initials: MS

Date: 05/05/22

**EXHIBIT C-1**

**Method of Payment**

The following budget costs are inclusive of planning time, labor, and travel expenses.

(Budget through December 31, 2022)

	Total
Design and Administration	\$37,200
Development	\$102,300
Testing and Documentation	\$27,900
Training	\$18,600
Total	\$186,000

**Limitation on Price:** Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed the price limitation of \$186,000.

**Funding Source:** Funds to support this request are available in FY 22 in the account titled Educational Statistics, Educational Opportunities, and in FY 23 in the accounts titled Federal Accountability, with the ability to adjust encumbrances between Fiscal Years through the Budget Office, if needed and justified:

06-56-56-567010-30470000-102-500731	Contracts for Program Services	<u>FY 22</u> \$77,775.00
06-56-56-567010-30470000-038-500177	Software	\$32,052.00
06-56-56-567010-30460000-102-500731	Contracts for Program Services	<u>\$40,173.00</u>
		\$150,000.00
		<u>FY 23</u>
06-56-56-567010-30590000-102-500731	Contracts for Program Services	\$36,000.00

**Method of Payment:** A one-time payment of \$150,000.00 upon receipt of an invoice for initial software enhancements to the existing ESS application. Payment is then to be made monthly on the basis of invoices which are supported by a summary of activities/completed deliverables 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 electronically to [DEAR@doe.nh.gov](mailto:DEAR@doe.nh.gov)

Contract Amendment between Community & School Partners and the New Hampshire Department of Education

Contractor Initials: MS

Date: 05/05/22



# State of New Hampshire

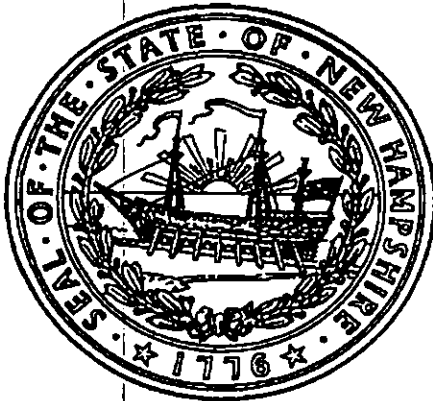
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY & SCHOOL PARTNERS, LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on July 03, 2000. 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: 349761

Certificate Number: 0005748158



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 4th day of April A.D. 2022.

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

William M. Gardner  
Secretary of State

**Limited Partnership or LLC Certification of Authority**

I, Michael Schwartz (Name) hereby certify that I am the sole Partner, Member or  
Manager and the sole officer of Community & School Partners, LLC (Name of Partnership or LLC) a limited liability partnership

under RSA 304-B, a limited liability professional partnership under RSA 304-D, or a limited liability company under RSA 304-C.

I certify that I am authorized to bind the partnership or LLC. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the partnership or LLC.

DATED: 05/05/22

ATTEST: 



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/31/2021

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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kane Insurance 242 State Street  Portsmouth NH 03801	CONTACT NAME: Emma Pankey PHONE (A/C, No, Ext): (603) 433-5600 FAX (A/C, No): (603) 740-5000 E-MAIL ADDRESS: emma@kaneins.com
INSURED Community & School Partners LLC 444 Middle Street  Portsmouth NH 03801	INSURER(S) AFFORDING COVERAGE INSURER A: Sentinel Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

## COVERAGES

CERTIFICATE NUMBER: CL2183134545

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	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	[REDACTED]	08/10/2021	08/10/2022	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
						MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 4,000,000
	OTHER:					PRODUCTS - COM/PROP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRE NON-OWNED AUTOS ONLY <input type="checkbox"/>					BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/>					EACH OCCURRENCE \$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>					AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

\*\*Activities usual and customary to education consulting.\*\*

Community &amp; School Partners LLC is Named Insured with NH Department of Education &amp; The State of New Hampshire are Additional Insured by way of written contract or agreement.

## CERTIFICATE HOLDER

## CANCELLATION

NH Department of Education The State of New Hampshire  
101 Pleasant St

Concord

NH 03301

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

97 mc



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) 271-1963

November 22, 2021

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

**REQUESTED ACTION**

Authorize the Department of Education, Division of Education and Analytic Resources, to amend an existing contract with Community & School Partners, LLC, Rye, NH (Vendor Code 159040), by extending the end date from December 31, 2021 to June 30, 2022, with no increase to the contract price, to upgrade the Educational Statistics System application, effective upon Governor and Council approval. The original item was approved on June 2, 2021 item # (109) 8% Federal Funds, 92% General Funds.

**EXPLANATION**

The Department is prioritizing numerous projects for the data management group including the roll out of new data validation tools, new data collections, and purchasing a new student information system. Because of this work, the DOE data management team has not been able to provide direct support and oversight to the contractor in regard to providing the services, such as project design, testing, creating new surveys, and editing existing surveys. More time is needed to complete the work set forth in the original contract.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Edelblut".

Frank Edelblut  
Commissioner of Education

**AMENDMENT TO  
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education (DOE), hereinafter "the Agency," and Community & School Partners, LLC, Rye, NH, hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by Governor and Council on June 2, 2021 (item # 109) hereby agree to modify same as follows:

1. Replace the completion date in box 1.7 of form P-37 to read June 30, 2022.
2. All other provisions of this agreement shall remain in full force and effect as originally set forth; and
3. This amendment shall commence upon Governor and Council approval and shall terminate on June 30, 2022.

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  
(Agency)

Division of Commissioner's Office

By: Frank Edelblut 12/1/2021  
Frank Edelblut, Commissioner of Education Date

Contractor

By: Michael F. Schwartz 11/10/21  
Michael F. Schwartz, Single Member Date

STATE OF \_\_\_\_\_

County of \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_, the undersigned officer, personally appeared \_\_\_\_\_ known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

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

NA COVID19

Notary Public/Justice of the Peace

Commission Expires \_\_\_\_\_

Approved as to form, substance and execution by the Attorney General this 3<sup>rd</sup> day of December, 2021.

Christopher Bond  
Christopher Bond, Attorney General's Office

Approved by the Governor and Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

# State of New Hampshire

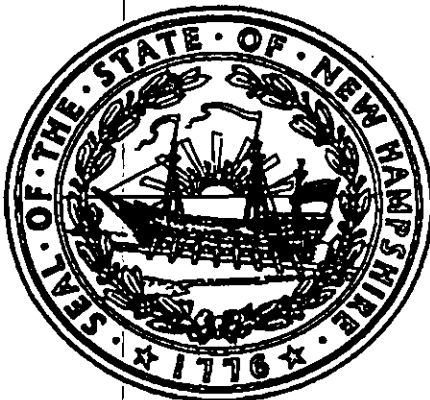
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY & SCHOOL PARTNERS, LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on July 03, 2000. 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: 349761

Certificate Number: 0005360066



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 29th day of April A.D. 2021.

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

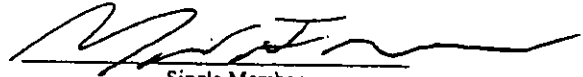
William M. Gardner  
Secretary of State

**CERTIFICATE OF AUTHORITY**

(Single Member)

I, Michael F. Schwartz, as a Single Member of my Limited Liability Company, Community & School Partners, LLC, certify that I am authorized to enter into a contract with the State of New Hampshire, Department of Education, on behalf of Community & School Partners, LLC.

IN WITNESS WHEREOF, I have hereunto set my hand as the Single Member of the Limited Liability Company this 10 day of November, 2021.

  
Single Member

STATE OF New Hampshire

COUNTY OF \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me, \_\_\_\_\_ the undersigned Officer, personally appeared, Michael F. Schwartz who acknowledged himself to be the Single Member of Community & School Partners, LLC, a Limited Liability Company, and that he, as such Single Member being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Limited Liability Company by himself as Single Member.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public/Justice of the Peace

My Commission expires:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/31/2021

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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kane Insurance 242 State Street  Portsmouth NH 03801	CONTACT NAME: Emma Pankey PHONE (A/C, No, Ext): (803) 433-5600 FAX (A/C, No): (803) 740-5000 E-MAIL ADDRESS: emma@kaneins.com
INSURED Community & School Partners LLC 444 Middle Street  Portsmouth NH 03801	INSURER(S) AFFORDING COVERAGE INSURER A: Sentinel Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

## COVERAGES

CERTIFICATE NUMBER: CL2183134545

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 INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		[REDACTED]	08/10/2021	08/10/2022	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ 10,000						
	PERSONAL & ADV INJURY \$ 2,000,000						
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE \$ 4,000,000
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY							PRODUCTS - COM/PROP AGG \$ 4,000,000
UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$							COMBINED SINGLE LIMIT (Ea accident) \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A				BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

\*\*Activities usual and customary to education consulting.\*\*

Community & School Partners LLC is Named Insured with NH Department of Education & The State of New Hampshire are Additional Insured by way of written contract or agreement.

## CERTIFICATE HOLDER

## CANCELLATION

NH Department of Education The State of New Hampshire 101 Pleasant St  Concord NH 03301	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 
---	---

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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

May 5, 2021

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

#### REQUESTED ACTION

Authorize the Department of Education, Division of Education and Analytic Resources, to contract with Community & School Partners, LLC, Rye, NH (vendor code 159040), in the amount of \$186,000.00, to upgrade the Educational Statistics System application. This contract, with an option to renew for one additional one year term, will be effective upon Governor and Council approval, through December 31, 2021. 8% Federal Funds, 92% General Funds

Funds to support this request are available in FY 21 and anticipated to be available in FY 22 in the accounts titled Educational Statistics and Federal Accountability, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

06-56-56-567010-30470000-038-500177	Software	<u>FY 21</u> \$171,000.00
06-56-56-567010-30590000-102-500731	Contracts for Program Services	<u>FY22</u> \$15,000.00

#### EXPLANATION

A Request for Proposals was posted on the Department of Administrative Services website from December 28, 2020 to January 29, 2021. The Department was seeking a vendor to upgrade the Education Statistics System application so that surveys share a common code base and the maintenance (e.g. creating new surveys, editing existing surveys, security) and scheduling are configurable by the system administrators.


His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
May 5, 2021

Three proposals were received, reviewed and rated (see Attachment A) by an evaluation team. The team recommended Community & School Partners, LLC.

Over the years, Community & School Partners has worked with the department on a variety of data initiatives. Their team members' knowledge of the department systems will help inform their ability to consider the design and integration of the ESS system with the data needs of other systems. They bring decades of experience with the technologies required for this project. Together, their breadth and depth of experience will be an asset to the department.

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

Respectfully submitted,



Frank Edelblut  
Commissioner of Education

FE:cd:emr

**Community & School Partners, LLC**

**Attachment A**

Scoring for review of the Education Statistics System (ESS) Upgrade proposals (RFP 2021-064)

**Proposal Criteria in the RFP**

CATEGORIES	POINTS
<b>QUALIFICATIONS AND EXPERIENCE POINTS:</b>	
T/SQL, SQL Server Management Studio, and SQL server Agent	20
C#/.Net Core	20
Database Modeling Skills	15
Deep knowledge of survey software like the Education Statistics System (ESS)	10
Prior experience with education data	5
SSIS (SQL Server Integration Services)	5
SQL Server Reporting Services (SSRS) and Tableau	5
<b>PRICE PROPOSAL POTENTIAL MAXIMUM POINTS</b>	<b>20</b>
<b>TOTAL POTENTIAL MAXIMUM POINTS AWARDED</b>	<b>100</b>

Three (3) proposals were received and scored.

	Peer Review
Ballast Academic Software Solutions, LLC	83
Boon IT Solutions, Inc.	75
Community & School Partners, LLC.	85

The proposal review panel consisted of the following employees from the Department of Education:

**Reviewer Qualifications**

Dina R. – Dina R. holds a Master of Science degree in Information Systems from Northeastern University, Boston, Massachusetts. She has worked as a Lead Database Administrator/Data Architect, Web Applications Branch Manager, Software Development Team Lead, and Software Engineer.

Nate G. – Nate G. has worked at the New Hampshire Department of Education since 2013, first as a Systems Development Specialist and currently as a Business Systems Analyst. He holds a Bachelor of Science in Applied Computer Science from Keene State College and has extensive expertise with information technology, which includes Microsoft SQL Server, SSIS, SSRS, T-SQL, PL/SQL, SSRS, Excel, Visual Studio, C#, VB.net, ASP.net, Java, C++, Oracle Database, HTML5, CSS3, Harvest, Crystal Reports, and Tableau.

Kristi C. – Kristi C. has been the ESS system administrator for the last 3 years and is keenly aware of the application's current limitations as well as the features and functionality required in a new system to improve survey creation, monitoring, validations, data quality, and self-service. In addition to ESS, Kristi administers other applications at the New Hampshire Department of Education, which include i4see (student level data system), Common Database (master data management application), JIRA (help desk tickets and software development application), and manages the system and database access process.

Jan F. – Jan F. holds a Master of Business Administration from Antioch University New England and serves as the State Integrated Postsecondary Education Data System (IPEDS) Coordinator. She has worked at the New Hampshire Department of Education for seven years focusing on higher education research, studies, and grant writing.

James K. – James K. is the Data Management Administrator for the New Hampshire Department of Education and oversees the ESS application. He holds a Master of Business Administration from the University of Hartford and is a Certified Managerial Accountant. James brings extensive management experience to the Department. Prior to joining the Department of Education, was Director of System Analysis at Fidelity Investments for 10 years, which included overseeing system administration, application development, and data management for Fidelity's financial applications.



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

27 Hazen Dr., Concord, NH 03301  
Fax: 603-271-1516 TDD Access: 1-800-735-2964  
[www.nh.gov/doit](http://www.nh.gov/doit)

Denis Goulet  
Commissioner

April 15, 2021

Frank Edelblut, Commissioner  
Department of Education  
State of New Hampshire  
101 Pleasant Street  
Concord, NH 03301

Dear Commissioner Edelblut:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract with Community & School Partners, LLC, of Rye, NH, as described below and referenced as DoIT No. 2021-064.

Community & School Partners, LLC, will upgrade the Department of Education's proprietary software, the Educational Statistics System application. DOE is enhancing and modifying the current system to improve functionality and ease of use for DOE users in generating surveys used to collect data from educational institutions.

The contract amount is not to exceed \$186,000 and shall be effective upon Governor and Council approval through December 31, 2021.

A copy of this letter should accompany the Department of Education's submission to the Governor and Executive Council for approval.

Sincerely,

Denis Goulet

DG/ik  
DoIT # 2021-064

cc: Bruce Smith, DoIT


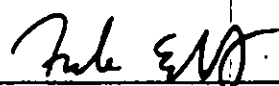

**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**I. IDENTIFICATION.**

1.1 State Agency Name Department of Education		1.2 State Agency Address 101 Pleasant Street, Concord, NH 03301	
1.3 Contractor Name Community & School Partners, LLC		1.4 Contractor Address 161 Wallis Rd., Rye, NH 03870	
1.5 Contractor Phone Number 603-548-8898	1.5 Account Number See Exhibit C	1.6 Completion Date December 31, 2021	1.7 Price Limitation \$186,000.00
1.8 Contracting Officer for State Agency Caitlin Davis, Division Director		1.10 State Agency Telephone Number 603-271-3427	
1.11 Contractor Signature  Date: 5/5/21		1.11 Name and Title of Contractor Signatory Michael Schwartz, Single Member	
1.13 State Agency Signature  Date: 5-18-21		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:  Christopher Bond, Attorney On: 5/17/21			
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 1.17, 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 1.13 ("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 provided 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.

## 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.

10.1 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.

10.2 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.

10.3 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, 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 10.2 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.

24. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

## EXHIBIT A

### Special Provisions

#### Additional Exhibits D-G

Michael Schwartz represents that he currently has no employees, and as such, is effectively exempt from RSA 281-A. If he should hire any employees, however, he would be required to comply with Paragraph 15 (Workers' Compensation) of the P-37.

**Warranty Period.** - The Warranty Period will initially commence upon the State issuance of a Letter of Acceptance for UAT and will continue for ninety (90) days. If within the last thirty (30) calendar days of the Warranty Period, the System Software fails to operate as specified, the Warranty Period will cease, the Vendor will correct the Deficiency, and a thirty (30) calendar day Warranty Period will begin. Any further Deficiencies with the Software must be corrected and run fault free for thirty (30) days.

#### Federal Certification 2 CFR 200.415

Required certifications include: (a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

## EXHIBIT B

### Scope of Services

Community & School Partners (C&SP) will provide the following services to the New Hampshire Department of Education effective upon Governor & Council approval through December 31, 2021:

Analyze the existing ESS application's architecture, functionality, and administrative capabilities to understand current strengths and weaknesses

Create a new ESS application that is web based and has the following abilities:

- Design the application so there can be multiple administrators.
  - The Lead Admin would have overall responsibility for the application.
  - Each bureau within the DOE will have a Bureau Admin that is responsible for managing their surveys. The Bureau Admins will be able to add to/modify the pool of questions and other configuration settings (e.g. user access) for their surveys.
  - Bureau Admins would manage one or more surveys with the Lead Admin having full rights to all surveys.
- Provide a bank of questions that the Lead and Bureau Admins can leverage to create/modify the survey
- Provide a bank of validations so as to not duplicate one validation in several places
- Provide survey functionality to include:
  - The ability for the Lead and Bureau Admins to:
    - Upload/import questions
    - Modify questions once they have been added to a survey
  - Ability to save, submit and certify (if needed)
  - Skip logic for questions
  - Prepopulate summary data in surveys
  - Ability for users to run reports to pull the data from prior years by links within the survey
- Link the survey mailing lists to the mailing lists (e.g. superintendent list) in the DOE's common database (this is where the DOE's master data is located.)

- Provide the Lead and Bureau Admins with the ability to create validations on the survey fields
  - Dynamic validations (e.g. decision trees, control totals based on inputs, etc.)
  - Ability to have fields on survey that summarize data inputs (e.g. user enters number of staff per grade and a total row in the survey is then displayed automatically)
  - Data type
  - Comparisons to prior surveys (could be link)
- Provide the Lead and Bureau Admins with scheduling functionality:
  - Admins can schedule the surveys
  - Admins can create and schedule the reminder messages
- Security
  - Leverage the existing application security
  - Provide the Lead and Bureau Admins with the ability to maintain the security:
    - Role based
    - Single Sign on (SSO)
- Provide logging capabilities (i.e. who, what, when, where). We want to know what was changed along with who made the change and when, and to which survey.

Deploy the new ESS application.

- Assist with transition to the new ESS application
- Work with DOE staff to re-create existing the surveys in the new application
- Document all system changes to support end-user knowledge.

Training - Prepare administrators/users adequately to use the new system from the day of deployment, including maximum knowledge transfer to allow the administrators to conduct training in the future

Specific tasks may be altered upon request of the NH DOE Division Director.

Other requirements:

- Source control repository used throughout the project to store and version code
- Utilize the State of New Hampshire virtual private network/secure network internet access for communicating with the DOE's hardware
- Participate in Bureau and DOE meetings to share information as required
- Work collaboratively with state information technology developers and database administrators, and other project team members
- Every two weeks, provide the DOE project manager reports that document the work accomplished and a log of the time spent
- Work with DoIT resources to insure best practices in terms of development methodology, appropriate lifecycle management and production change management notification.

## EXHIBIT C

### Method of Payment

The following budget costs are inclusive of planning time, labor and travel expenses.

(Budget through December 31, 2021)

	Total
Design and Administration	\$37,200
Development	\$102,300
Testing and Documentation	\$27,900
Training	\$18,600
Total	\$186,000

**Limitation on Price:** Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed the price limitation of \$186,000.

**Funding Source:** Funds to support this request are available in FY 21 and anticipated to be available in FY 22 in the accounts titled Educational Statistics and Federal Accountability, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

06-56-56-567010-30470000-038-500177	Software	<u>FY 21</u> \$171,000.00
06-56-56-567010-30590000-102-500731	Contracts for Program Services	<u>FY22</u> \$15,000.00

**Method of Payment:** A one-time payment of \$150,000.00 upon receipt of an invoice for initial software enhancements to the existing ESS application. Payment is then to be made monthly on the basis of invoices which are supported by a summary of activities/completed deliverables 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:

James Kask  
Administrator  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

## **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 ML  
Date 5-21

**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 MA  
Date 1-1-11



**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/sfillin.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 MA  
Date 8/24

## **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 SLP  
Date 5.11.21

# 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 COMMUNITY & SCHOOL PARTNERS, LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on July 03, 2000. 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: 349761

Certificate Number: 0005360066



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 29th day of April A.D. 2021.

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

William M. Gardner

Secretary of State

**CERTIFICATE OF AUTHORITY**

(Single Member)

I, Michael F. Schwartz, as a Single Member of my Limited Liability Company, Community & School Partners, LLC, certify that I am authorized to enter into a contract with the State of New Hampshire, Department of Education, on behalf of Community & School Partners, LLC.

IN WITNESS WHEREOF, I have hereunto set my hand as the Single Member of the Limited Liability Company this 5<sup>th</sup> day of May, 2021.



Single Member

STATE OF New Hampshire

COUNTY OF \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me, \_\_\_\_\_ the undersigned Officer, personally appeared, Michael F. Schwartz who acknowledged himself to be the Single Member of Community & School Partners, LLC, a Limited Liability Company, and that he, as such Single Member being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Limited Liability Company by himself as Single Member.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public/Justice of the Peace

My Commission expires:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/02/2020

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 rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Kane Insurance 242 State Street  Portsmouth  NH 03801		<b>CONTACT NAME:</b> Emma Parkey <b>PHONE (AC, No, Ext):</b> (603) 433-5800 <b>FAX (AC, No):</b> (603) 740-5000 <b>E-MAIL ADDRESS:</b> emma@kaneins.com	
<b>INSURED</b>  Community & School Partners		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Sentinel Insurance Co <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 11000	

## 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.

WTR LTR	TYPE OF INSURANCE	ADOL SUBR INSD YWYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER:	Y		08/10/2020	08/10/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPROP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
\*\*Activities usual and customary to education consulting.\*\*

NH Department of Education & The State of New Hampshire are Additional Insured by way of written contract or agreement.

## CERTIFICATE HOLDER

## CANCELLATION

NH Department of Education The State of New Hampshire 101 Pleasant St  Concord  NH 03301		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  Emma Parkey
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