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Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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May 23, 2022

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

### REQUESTED ACTION

Authorize the Department of Education to enter into a **Sole Source** Cooperative Project Agreement with the University System of New Hampshire (VC# 315187) Durham, NH in the amount of \$22,553.65 to provide a statewide summer learning series conference effective upon Governor and Council approval through September 30, 2022. 100% Federal Funds

Funds to support this request are available in the account titled CTE VOC Ed-Federal for FY 2023 as follows:

	<u>FY 2023</u>
06-56-56-562010-40260000-102-500731 Contracts for Prog Services	\$22,553.65

### EXPLANATION

This request is **Sole Source** because University System of New Hampshire has one of the premier facilities in New Hampshire, and can provide the perfect venue for the summer learning conference. The New Hampshire Department of Education (NHED) receives an annual grant under the Strengthening Career and Technical Education of the 21<sup>st</sup> Century Act. Section 124(1)(C) of that Act charges the State with the responsibility of providing professional development opportunities for career and technical education administration and staff. The NHED will host a one-day professional development conference for Career and Technical Education (CTE) professionals and stakeholders. This event was approved by the Governor and Executive Council on April 6<sup>th</sup>, 2022 item #64. The University System will provide a forum for NH Career and Technical Education (CTE) professionals to participate in a collaborative professional development experience, hosted on the campus of the University of New Hampshire. The professional development opportunity will address diverse

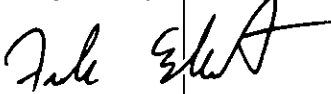
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educator needs and include CTE professionals from secondary and post-secondary administrators, school counselors, and career development specialists. Content will include collection of input relative to the development of a state plan in compliance with Perkins V: Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act. The training will include one day of onsite professional development at the University of New Hampshire on August 9<sup>th</sup>, 2022, for all stakeholders within CTE. Additionally, it will provide veteran educators and administrators with content focused on program improvement and Federal compliance. Participants will receive professional development that support educator needs and knowledge of the Perkins V legislation as applicable.

In the event that Federal Funds are unavailable, General Funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Frank Edelblut', written over a horizontal line.

Frank Edelblut  
Commissioner of Education

**COOPERATIVE PROJECT AGREEMENT**  
between the  
**STATE OF NEW HAMPSHIRE, Department of Education**  
and the  
**UNIVERSITY SYSTEM OF NEW HAMPSHIRE**

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Education**, (hereinafter "State"), and the **University System of New Hampshire** (hereinafter "UNH"), for the purpose of undertaking a project of mutual interest.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **September 30, 2022**. If the provision of services by UNH precedes the Effective date, all services performed by UNH shall be performed at the sole risk of UNH and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay UNH for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date, and within the grant period, that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: NH Career and Technical Education (CTE) Summer Learning Series 2022

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

**State Project Administrator**

Name: Jeff Beard  
Address: NH Department of Education  
21 South Fruit St.  
Concord, NH 03301

Phone: (603)271-3729

**UNH Project Administrator**

Name: Jarlene Hatfield  
Address: University of New Hampshire  
Conferences & Catering  
Stillings Hall  
20 Ballard Street  
Durham, NH 03824

Phone: (603) 862-3189

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

**State Project Director**

Name: Jeff Beard  
Address: NH Department of Education  
21 South Fruit St.  
Concord, NH 03301

Phone: (603)271-3729

**UNH Project Director**

Name: Jarlene Hatfield  
Address: University of New Hampshire  
Conferences & Catering  
Stillings Hall, 20 Ballard Street  
Durham, NH 03824

Phone: (603) 862-3189

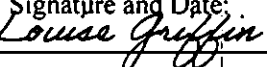
- F. Total Federal funds in the amount of \$22,553.65 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse UNH for costs exceeding the amount specified in this paragraph.

This Project Agreement and the Master Agreement constitute the entire agreement between State and UNH regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

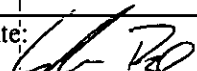
IN WITNESS WHEREOF, the University System of New Hampshire and the State of New Hampshire, **Department of Education** have executed this Project Agreement.

**By An Authorized Official of:**  
University System of New Hampshire  
Name:  
Louise Griffin

Title:  
Senior Director of Research, SPA  
Office of the Senior Vice Provost for Research

Signature and Date:  
 06/01/2022

**By An Authorized Official of:** the New Hampshire  
Office of the Attorney General  
Name: Christopher Bond

Title: Attorney  
Signature and Date:  
 6/1/2022

**By An Authorized Official of:**  
**Department of Education**  
Name: Frank Edelblut

Title: Commissioner of Education  
 6/1/22

Signature and Date:

**By An Authorized Official of:** the New  
Hampshire Governor & Executive Council  
Name:

Title:  
Signature and Date:

#### EXHIBIT A

- A. **Project Title:** NH CTE Summer Learning Series 2022
- B. **Project Period:** Effective upon Governor and Council approval through September 30, 2022
- C. **Objectives:** To administer grant funds from the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act program in order to provide a one day professional development program for New Hampshire's career and technical education professionals (CTE). Individuals to be included in the training include but are not limited to CTE administration, instructors, work-based learning coordinators, school counselors, and career development professionals from the secondary and post-secondary CTE programs throughout NH.
- D. **Scope of Work:** UNH will provide the following services to the New Hampshire Department of Education: Invoicing and payment of:
1. University of New Hampshire for provision of space at which to facilitate said professional development on August 9<sup>th</sup>, 2022.
  2. Continental Breakfast, Mid-Morning Beverages, Catered Lunch (Hot Luncheon Buffet), Afternoon Snacks and Beverages
  3. Standard audio-visual services (screen, projector, podium, microphone)
  4. Parking on campus
  5. All campus meeting facilities offer complimentary Wi-Fi

This training will allow the NH Department of Education's Bureau of Career Development to collaborate with statewide CTE professionals in order to:

- Provide targeted professional development in order to increase retention and support professional growth of CTE instructors.
- Increase statewide understanding of the Federal requirements under Perkins V.
- Provide training relative to career and technical education (CTE) program improvement and integrations of equity best practices in CTE.

**E. Deliverables Schedule:** Invoicing and payment for facilities, supplies, and services required to complete the scope of work outlined above and detailed within the budget plan below to be completed by September 30, 2022.

**F. Budget and Invoicing Instructions: FY 2023**

Facilities Rental Description	Price
Food-Day Meeting Package-Continental Breakfast, Mid-Morning Beverages, Catered Lunch, Afternoon Snacks, Beverages, Standard Audio-Visual Services, Parking	17,000.00
Room Rental Granite State Room	1,330.00
Room Rental MUB Theatre I	440.00
Room Rental Wildcat	335.00
Room Rental MUB 330	170.00
Room Rental MUB 332	170.00
Room Rental MUB 334	170.00
Room Rental MUB 336	170.00
Room Rental MUB 338	170.00
Room Rental MUB 340	170.00
Room Rental MUB 162	336.00
Room Rental MUB 164	336.00
Room Rental MUB 302	170.00
Room Rental MUB 330	114.00
Room Rental MUB 321	170.00
Memorial Union Granite State Room	665.00
Room Rental Subtotal	4,916.00
Administrative Charges	637.65
Room Rental Total	5,553.65
Catering/Audio-Visual/Parking	17,000.00
Grand Total	\$22,553.65

**Limitation on Price:** Upon mutual agreement between the state contracting officer and the contractor may be adjusted, but in no case shall the total budget exceed the price limitation of \$22,553.65.

**Source of Funding:** Funds to support this request are available in the account titled CTE VOC Ed-Federal in FY 2023 as follows:

	FY 2023
06-56-56-562010-40260000-102-500731 Contracts for Prog Services	\$22,553.65

**Method of Payment:** Payment is to be made on the basis of invoices submitted electronically on a monthly basis, which are supported by a summary of completed deliverables, as outlined in the budget line, 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. A final invoice is due within 30 days of the end of this contract. Invoices shall be sent to:

Kathryn Maffei  
Bureau of Career Development  
NH Department of Education  
[Kathryn.F.Maffei@doe.nh.gov](mailto:Kathryn.F.Maffei@doe.nh.gov) (Please submit invoices electronically)

**Funding Source:** 100% Federal Funds

#### **EXHIBIT B**

This Project Agreement is funded under a Grant Agreement to New Hampshire from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant Agreement are hereby adopted in full force and effect to the relationship between State and UNH, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e. g. , OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean UNH; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: ☒ None or Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above.