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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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Concord, N.H. 03301
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May 17, 2019

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Student Wellness – Office of Social and Emotional Wellness to enter into a **sole source** contract with the non-profit organization National Council for Behavioral Health of Washington, DC (vendor code 271510), in an amount not to exceed \$90,082.50, to provide three (3) Mental Health First Aid/Youth Mental Health First Aid instructor trainings and related materials effective upon Governor and Council approval through September 29, 2019. 100% Federal Funds.

Funds to support this request are available in the account titled Project AWARE for FY 2019 and are anticipated to be available in FY 2020, 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:

	<u>FY 2019</u>	<u>FY 2020</u>
06-56-56-562010-25080000-102-500371	\$47,082.50	\$43,000.00
Contracts for Program Services		

EXPLANATION

This request is **sole source** as Mental Health First Aid USA is managed, operated, and disseminated solely by the National Council for Behavioral Health in partnership with the Maryland Department of Health and Mental Hygiene and the Missouri Department of Mental Health. The National Council for Behavioral Health is the sole provider of Youth Mental Health First Aid instructor training and certification in the United States.

The Bureau of Student Wellness – Office of Social and Emotional Wellness is a recipient of the Substance Abuse and Mental Health Services Administration (SAMHSA) Now is the Time Project AWARE State Educational Agency (NITT-AWARE-SEA) grant (grant number 1H79SM061875-01).

With NITT-AWARE-SEA, states work with local educational agencies and their respective communities to train teachers, counselors, other school personnel (e.g., administrators, athletic coaches, school bus drivers, cafeteria workers, playground attendants), emergency responders (e.g., police, firefighters, emergency services staff), parents, caregivers, and other youth-serving adults in Mental Health First Aid/Youth Mental Health First Aid (MHFA/YMHFA). MHFA and YMHFA are public education programs that introduce participants to the unique risk factors and symptoms of mental health problems in adolescents, build understanding of the importance of early intervention, and most importantly – teach individuals how to help a youth in crisis or experiencing a mental health or substance use challenge. MHFA and YMHFA use role-playing and simulations to demonstrate how to assess a mental health crisis; select interventions and provide initial help; and connect young people to professional, peer, social, and self-help care.

In accordance with the requirements of the grant, the Bureau of Student Wellness – Office of Social and Emotional Wellness is mandated to address the following:

- Ensuring that at least six individuals at the state level are trained as MHFA/YMHFA Instructors during Year 1 and this number of state Instructors is maintained throughout the project period;
- Ensuring that at least three Instructors and 125 “first aiders” within each LEA and respective community are trained in MHFA/YMHFA each year of the project period;
- Based on the size of the community, identification of the number of additional youth-serving adults (i.e., more than the minimum of 125 persons per LEA per year) to ensure that a sufficient number of adults trained in MHFA/YMHFA will effectively saturate the community. Youth-serving adults should include teachers, counselors, other school personnel (e.g., administrators, athletic coaches, school bus drivers, cafeteria workers, playground attendants), emergency responders (e.g., police, firefighters, emergency services staff), parents, caregivers, and other youth-serving adults;
- Coordinating and providing MHFA/YMHFA training to school district staff and other adults who interact with youth within the three LEA communities;
- Developing and implementing a plan to provide MHFA/YMHFA to other LEAs and communities within the state;
- Obtaining the necessary materials for the trainers and trainees. This includes manuals, referral guides, reference resources, and other materials that may be necessary to successfully conduct trainings.

Youth Mental Health First Aid instructor trainings enable the Bureau of Student Wellness – Office of Social and Emotional Wellness to meet the grant’s objectives as follows:

- Increasing mental health literacy of school personnel and other adults who come into contact with school-aged youth via MHFA/YMHFA training;

- Linking planning and implementation of NITT-AWARE-SEA grant initiatives with efforts to coordinate planning across state and local education, mental health, juvenile justice, and other child serving systems;
- Developing and implementing systems for early identification of signs and symptoms that are linked to existing services;
- Building the capacity and leadership to sustain community-based mental health promotion, illness prevention, early identification, and treatment services and initiatives.

Additionally, in the final year of the grant, the Bureau of Student Wellness – Office of Social and Emotional Wellness has committed the following deliverables to SAMHSA, which will be fulfilled with approval of the proposed contract with the National Council for Behavioral Health:

- Build capacity of MHFA/YMHFA instructors among those who work as higher education, law enforcement, emergency medical, and/or safety personnel;
- Build capacity of MHFA/YMHFA first aiders among those who work as higher education, law enforcement, emergency medical, and/or safety personnel;
- Sustain and build capacity of MHFA/YMHFA school personnel instructors in Local Educational Agencies to deliver first aider trainings within their school communities.

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

Respectfully submitted,



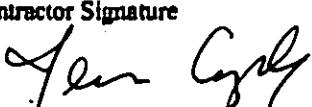

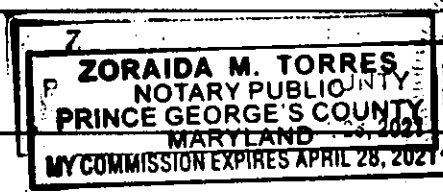

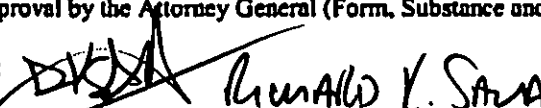
Frank Edelblut
Commissioner of Education

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

AGREEMENT

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

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name Bureau of Student Wellness Department of Education		1.2 State Agency Address 101 Pleasant Street Concord, NH 03301	
1.3 Contractor Name National Council for Behavioral Health		1.4 Contractor Address 1400 K Street NW, Suite 400 Washington DC, 20005	
1.5 Contractor Phone Number 202.684.7457	1.6 Account Number See Exhibit B	1.7 Completion Date September 29, 2019	1.8 Price Limitation \$90,082.50
1.9 Contracting Officer for State Agency Frank Edelblut, Commissioner		1.10 State Agency Telephone Number 603.271.2295	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Jeannie Campbell, Executive Vice President	
1.13 Acknowledgement: State of <u>Maryland</u> , County of <u>Prince George</u> On <u>April 22 2019</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace <u>Zoraida M. Torres</u> <u>Senior Accounts Payable Specialists</u>			
1.14 State Agency Signature  Date: <u>5-20-19</u>		1.15 Name and Title of State Agency Signatory <u>Frank Edelblut, Commissioner</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (If applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (If applicable) By:  On: <u>MAY 29, 2019</u>			
1.18 Approval by the Governor and Executive Council (If applicable) By: _____ On: _____			

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

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

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

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

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

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

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

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

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

7. PERSONNEL.

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

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

Agreement. This provision shall survive termination of this Agreement.

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

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

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

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

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

14. INSURANCE.

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

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

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

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

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

15. WORKERS' COMPENSATION.

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

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

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

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

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

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

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

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

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

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

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

EXHIBIT A
SCOPE OF SERVICES

The National Council for Behavioral Health will provide the following services to the New Hampshire Department of Education, Bureau of Student Wellness:

- Three (3) Youth Mental Health First Aid Instructor Certification Trainings before September 29, 2019 ("Services"). National Council will employ staff or will retain an independent contractor ("Consultant") to perform the Services. National Council will obtain reasonable assurances from Consultant that Consultant maintains all currently required licenses or certifications in good standing necessary to perform the Services
- Technical assistance for a period of time no less than one (1) year from completion of the certification to instructors and Bureau of Student Wellness Training & Technical Assistance Coordinator
- A total of 1,350 Youth Mental Health First Aid participant ("first aider") manuals in boxes of thirty (30) prior to the last day of scheduled instructor trainings (450 manuals per training)

EXHIBIT B**BUDGET**

	FY 19	FY 20
Instructor trainings as outlined in Exhibit A (\$21,500 per training)	\$21,500.00	\$43,000
Materials to include first aider manuals (45 boxes at \$568.50 per box)	\$25,582.50	\$0
TOTAL	\$47,082.50	\$43,000

Limitations on Price: This contract will not exceed \$90,082.50.

Source of Funding: Funding for this contract is 100% Federal Funding from accounts titled Project AWARE and System of Care as follows:

	<u>FY 2019</u>	<u>FY2020</u>
Account: 06-56-56-562010-25080000-102-500371 (PROJECT AWARE)	\$47,082.50	\$0
Account: 06-56-56-562010-25080000-072-509073 (PROJECT AWARE)	\$0	\$43,000

Method of Payment:

Payment for trainings will be made upon the receipt of an invoice according to the following billing schedule:

Invoice #1 to reflect the cost of one (1) instructor training and all first aider manuals for a total of \$47,082.50.

Invoice #2 to reflect the cost of two (2) instructor trainings for a total of \$43,000.

Invoices will be submitted to:

Terry Stafford
Bureau of Student Wellness
NH Department of Education
101 Pleasant Street
Concord, NH 0330
terrystafford@doe.nh.gov

EXHIBIT C

SPECIAL PROVISIONS

Exhibit G notwithstanding, The National Council for Behavioral Health shall retain copyright ownership for any and all materials related to the Youth Mental Health First Aid curriculum.

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

Date 4/27/19

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 
Date 4/22/19

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/stfillin.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 Initial 
Date 4/22/19

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 
Date 4/22/19

Exhibit H

Termination

a. Termination for Cause

The DOE may terminate the Contract for cause for reasons including but not limited to the following circumstances:

1. Contractor's failure to perform the services as detailed herein and in any modifications to the Contract.
2. Contractor's failure to complete the Contract within the timeframe specified herein and in any modifications to the Contract.
3. Contractor's failure to comply with any of the material terms of the Contract.
If the DOE contemplates termination under the provisions of Subsections a.1., a.2., or a.3 above, the DOE shall issue a written notice of default describing the deficiency. The Contractor shall have five (5) business days to cure such deficiency. In the event the Contractor does not cure such deficiency, the DOE may terminate the Contract without further consideration by issuing a Notice of Termination for Default and may recover compensation for damages.
If, after the Notice of Termination for Default has been issued, it is determined that the Contractor was not in default or the termination for default was otherwise improper, the termination shall be deemed to have been a Termination for Convenience.

b. Termination for Convenience

The DOE may terminate the Contract for convenience, in whole or in part, when, for any reason, the DOE determines that such termination is in its best interest. The contract can be terminated due to reasons known to the non-Federal entity, i.e., including but not limited to program changes, changes in state-of-the-art equipment or technology, insufficient funding, etc. The Contract termination is effected by notifying the Contractor, in writing, specifying that all or a portion of the Contract is terminated for convenience and the termination effective date. The Contractor shall be compensated only for work satisfactorily completed prior to the termination of the Contract. The Contractor is not entitled to loss or profit. The amount due to the Contractor is determined by the DOE.

In the event of termination for convenience, the DOE shall be liable to the Contractor only for Contractor's work performed prior to termination.

c. The DOE's Right to Proceed with Work

In the event this Contract is terminated for any reason, the DOE shall have the option of completing the Contract or entering into an agreement with another party to complete services outlined in the Contract.

Contractor Initials

Date 4/22/19

CERTIFICATE OF VOTE

(Corporation with Seal)

I, Jeannie Campbell, Executive Vice President of the
(Corporate Representative Name) (Corporation Representative Title)
National Council for Behavioral Health, do hereby certify that:
(Corporation Name)

(1) I am the duly elected and acting Executive Vice President of the
(Corporation Representative Title)
National Council for Behavioral Health, a District of Columbia corporation.
(Corporation Name) (State of Incorporation)

(2) I maintain and have custody of and am familiar with the Seal and minute books of the Corporation;

(3) I am duly authorized to issue certificates;

(4) The following are true, accurate and complete copies of the resolutions adopted by the Board of Directors of the Corporation at a meeting of the said Board of Directors held on the 22 day of March 2019, which meeting was duly held in accordance with D.C. law and the by-laws of the Corporation.
(State of Incorporation)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting by and through Department of Education, providing for the performance by the Corporation of certain services, and that the President (any Vice President) (and the Treasurer) (or any of them acting singly) be and hereby (is) (are) authorized and directed for and on behalf of this Corporation to enter into the said contract with the State and to take any and all such actions and to execute, seal, acknowledge and deliver for and on behalf of this Corporation any and all documents, agreements and other instruments (and any amendments, revisions or modifications thereto) as (she) (he) (any of them) may deem necessary, desirable or appropriate to accomplish the same;

RESOLVED: That the signature of any officer of this Corporation affixed to any instrument or document described in or contemplated by these resolutions shall be conclusive evidence of the authority of said officer to bind this Corporation thereby;

The forgoing resolutions have not been revoked, annulled or amended in any manner whatsoever, and remain in full force and effect as of the date hereof; and the following person(s) (has) (have) been duly elected and now occupy the office(s) indicated below.

Linda Rosenberg President Name
Jeannie Campbell Vice President Name
Victor Armstrong Treasurer Name

IN WITNESS WHEREOF, I have hereunto set my hand as the Executive Vice President
(Corporate Representative title)
of the Corporation and have affixed its corporate seal this 22 day of April, 2019.

Executive Vice President
(Corporate Representative Title)

(Seal)

STATE OF Maryland

COUNTY OF Prince George

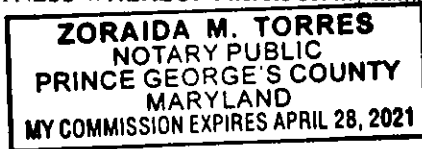
On the 22 day of April, 2019, before me, Jeannie Campbell, the undersigned officer,

Personally appeared Jeannie Campbell who acknowledge her/himself to be the Executive Vice President
National Council for (Corporate Representative Title)

Of Behavioral Health, a corporation, and that such Executive Vice President being
(name of corporation) (Corporate Representative Title)

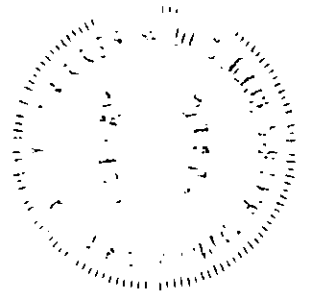
Authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of
the corporation by her/himself as Jeannie Campbell
Executive Vice President
(Corporate Representative Name)

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



My commission expires on: 04/28/21

Zoraida M. Torres
Notary Public/Justice of the Peace



ACORD™**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YY)
6/4/2019

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 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**Negley Associates**389 Interpace Parkway, 4th Floor

Parsippany, NJ 07054

CONTACT**NAME:****PHONE**

(A/C, No, Ext): ()

FAX

(A/C, NO): ()

E-MAIL**ADDRESS:****INSURERS AFFORDING COVERAGE****NAIC #**

INSURER A: Mental Health Risk Retention Group

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

National Council for Behavioral Health

1400 K Street NW, Suite 400

Washington, DC 20005

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	04/24/2019	04/24/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV. INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS—COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per Person)	\$
							BODILY INJURY (Per Accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXEC OFFICE/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	<input type="checkbox"/>				<input type="checkbox"/> W/C STATUTORY LIMITS <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EACH EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	
		<input type="checkbox"/>	<input type="checkbox"/>					\$

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

RE: Mental Health First Aid Training – September 29, 2019

CERTIFICATE HOLDER

State of New Hampshire, Dept. of Education

Attn: Ellen Desmond

101 Pleasant St.

Concord, NH 03301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Nicholas T. P...

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NATIO03

OP ID: TM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/05/2019

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 Brock-Norton Insurance Agency 4221 Walney Rd, Ste 202 Chantilly, VA 20151 James G. Norton	703-631-4500	CONTACT NAME: Tracy Means PHONE (A/C, No, Ext): 703-631-4500 FAX (A/C, No): 703-631-7221 E-MAIL Address: Tracy@Brocknorton.com
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Travelers Ins. Co.		25666
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
National Council for Behavioral Health
1400 K Street NW #400
Washington, DC 20005

COVERAGES

CERTIFICATE NUMBER: 1

REVISION NUMBER: 0

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	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						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A		01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER

CANCELLATION

NEW HAMPSHIRE DEPT OF EDUCATION 101 PLEASANT ST CONCORD, NH 03301	NEWH001	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

Professional Experience:

State of New Mexico, Children, Youth & Families Department, Santa Fe, NM - June '10 to Present

Social Marketing & Technical Assistance Manager, New Mexico Systems of Care



Social Marketing and Technical Assistance Manager for the implementation of 'systems of care' to communities statewide focusing on youth who have been diagnosed with Severe Emotional Disturbance

- Provide consultation, technical assistance, professional development, training, and on-site support
- Development of social marketing activities and programs, including marketing training and professional development
- Technical assistance, and support in the design, development, implementation, and evaluation of initiatives
- Chair of New Mexico's Mental Health First Aid Taskforce and lead for implementation of trainings within NM's Children, Youth & Families Department, as well Collaborative agencies

State of New Mexico, Human Services Department, Santa Fe, NM - November '07 to June '10

Staff Manager



Responsible for the management Cross Agency Team staff members statewide

Provided direction and oversight for the planning and implementation of Behavioral Health initiatives relating to Local Collaboratives in collaboration with the Behavioral Health Planning Council, Collaborative member departments/agencies, and the Statewide Entity

Developed Local Collaborative Cross-agency Team staff capacity for providing high quality support to 18 Local Collaboratives and identification of leadership opportunities

State of New Mexico, Children Youth and Family Services, Santa Fe, NM - August '06 to Nov '07

Community Services Manager



Served as a liaison between the State's Behavioral Health Collaborative and Native American tribes and off-reservation Native Americans

Supported Local Collaboratives and Native American Region with technical and organizational assistance

Provided trainings, workshops and informational sessions to inform tribal leaders, community members and programs about the Behavioral Health Collaborative structure, opportunities and state resources

- Worked with Cross-Agency Team to provide consistent statewide communication and resources, and improve on best-practices for better development and implementation of the Behavioral Health plan

AmeriCorps★National Civilian Community Corps, Western Region, Sacramento, CA - January '03 to July '06

Assistant Program Director



Responsible for development and implementation of team-based community service projects - 65+ projects annually in 6 states

Project preparation and evaluation for program members - 250+ members annually

Responsible for building strong relationships with public and private organizations, city and county agencies, foundations, non-profit institutions and regional state commission offices - 6 states

- Managed Project Outreach Liaison's - 21 positions annually
- Mentored program members and implemented positive youth development strategies

Starz Entertainment Group LLC., Denver, CO - April '01 to January '03

Division Representative and Trainer



Implemented training and motivational programs for Customer Contact Personnel (CCP) - 900 CCPs in 4 states

Scheduled training and marketing outreach at targeted assigned Affiliate Call Centers - 90% travel required

MEDIA

- Responsible for building strong affiliate relationships and reporting affiliate and industry information
- Managed the compliance of contracts and marketing agreements
- Designed and hosted training videos to increase industry knowledge

AmeriCorps★National Civilian Community Corps, Central Region, Denver, CO - August '99 to April '01

Service Learning Coordinator



Developed and facilitated training into all community service projects - 120 projects annually in 17 states

Oversees member development and training - 325+ members annually

Monitored National Service training and education

Researched and produced curriculum, training materials and resources

Education:

 CALIFORNIA STATE UNIVERSITY, CHICO

California State University, Chico

Degree Conferred May '97

BA Information and Communication Studies

**M. Elizabeth Reardon, M.P.H., National Mental Health First Aid Trainer
Special Focus on Military Members, Veterans and their Families**

Liz Reardon is the proud spouse of a decorated combat Veteran who served in Southeast Asia from 1971-1975. As the Managed Care Director for Vermont Medicaid, she directed the Vermont Community Depression Initiative, which facilitated primary care and community mental health partnerships to serve low-income Vermont residents, with a particular emphasis on Veterans. She has 30 years of experience in health care, from direct service to administration and public policy development, and is nationally recognized as an expert resource in the development of Medical Homes for people with special health care needs. She has worked with a wide variety of consumers, providers and policymakers as a facilitator and trainer.

In 2000, she was appointed by Governor Howard Dean to the Legislative Commission on Psychological Trauma, and served on the task force that implemented the Commission's recommendations in Vermont's Agency of Human Services. Prior to her work in State government, Liz was the Administrative Duty Officer for Operations and Emergency Services at Bellevue Hospital in New York City, and Assistant Director for Psychiatry and Prison Health.

Since 2008, Liz has been a National Trainer for Mental Health First Aid USA, a public education program sponsored by the National Council for Behavioral Health and the States of Maryland and Missouri. She holds a Master of Public Health from Columbia University and a Bachelor of Arts from McGill University

BRYAN GIBB, MBA, BA

Seasoned learning professional with 20 years of experience designing custom training solutions for a variety of audiences and age groups. History of successfully conceptualizing and executing multi-day seminars and events with speakers from government, media, business, and academic sectors. Track record of aligning content and logistical needs for seamless events with proven outcomes.

Public Education • Training & Technical Assistance • Facilitation & Group Leadership
Self-Directed Learning • Instructor-Led Programs • Curriculum Development • Public Policy
Train-the-Trainers • Content & Subject Matter Experts • Faculty Recruitment & Retention •
Mental Health Issues • Mental Health Services • Mental Health Systems

EMPLOYMENT HISTORY

Director of Public Education, National Council for Behavioral Health (Washington, DC), 2009-Present

Director of Education & Training Products, Association for Financial Professionals / AFP (Bethesda, MD), 2007-2009

Executive Director, The Washington Campus (Washington, DC), 2001-2007

Associate Director, The Washington Campus (Washington, DC), 1999-2001

Government, Economics, History & English Instructor, Amador Valley High School (Pleasanton, CA), 1996-1999

KEY PROFESSIONAL HIGHLIGHTS

Managed training and technical assistance for Mental Health First Aid USA program.

Conducted train-the-trainer courses for the Substance Abuse and Mental Health Services Administration [SAMHSA]

Designed Mental Health First Aid curriculum for school-aged youth, transition-aged youth, and young adults utilizing a public health approach to advance the behavioral health of youth and young adults, including, mental health promotion, mental illness prevention, early identification to treatment and recovery systems and supports

Regularly present on Mental Health First Aid to diverse audiences of government, business, human resources, employee assistance program, and law enforcement and correction professionals at professional meetings and conferences; represent the program to mainstream media outlets.

Designed and implemented a comprehensive national business and marketing / public relations plan to fund, sustain, and grow Mental Health First Aid.

Conceived and implemented electronic, social media, and print promotions to grow awareness of the program

Oversaw ongoing program and curriculum development by leading teams of program partners; recruited and personally trained and managed 7 new Master Trainers.

Led the \$1.5M Education and Training Department for AFP, serving 16,000 members in the United States and United Kingdom; developed and implemented a detailed business plan focusing on product diversification and improved process flow to grow E&T revenue more than 15% in 1 year.

Conceptualized, designed, and managed executive education programs for clients in various industries, including banking, financial services, energy, and government.

Led the pre-conference seminar series at AFP's Annual Conference in Los Angeles, with more than 6,000 in attendance.

Hired, trained, and supervised an educational staff that delivered 25 seminars (3-6 days each) for more than 1,100 participants per year.

Designed all local and distance learning seminar curricula for top-level executives, and directed event management, speaker recruitment and development, customer agreements, logistics contracts, vendor relations, and event Web site design.

Collaborated with a Board of Directors comprising business school deans, corporate executives, and former members of Congress.

Tracked policy issues in areas of international economic development, grassroots advocacy, health care, financial services regulation, biotechnology, foreign affairs, trade, international monetary, budget, appropriations and tax.

Designed, built, and executed public policy seminars for various audiences in Washington, DC; partnered with business schools and clients to design public policy events.

Secured speakers from the Executive Branch, Congress, media, academia, and the business community for a variety of multi-day seminars.

EDUCATION

Master of Business Administration, The George Washington University (2008)

Bachelor of Arts – History, Pitzer College

SELECTED TRAINING & CERTIFICATION

Master Trainer Certification – Mental Health First Aid USA, National Council for Community Behavioral Healthcare (2009)

Law Enforcement Crisis Intervention Team [CIT] Certification, Washington State Criminal Justice Training Center (2011)

California Teaching Credential in Social Studies, Literature, & English as a Second Language, San Francisco State University, San Francisco, California

Bio

Mr. Gheith has been serving as a professional community mental health educator and researcher for over twenty five years. He has extensive experience conducting training, outreach and infiltrating targeted communities to promote the availability of mental health services following stressful events and large-scale disasters. He is multi-lingual and expert at addressing issues of cultural competency. Mr. Gheith's educational background includes studies in political science, social science, public health, Public Administrating, and Emergency Management.

Ali started working at the New York City Department of Health and Mental Hygiene in Feb 2004 as Coordinator of Population-Based Resilience. Ali trained more than 2500 community and Faith leaders in NYC on Enhancing Post Disaster Coping Skills and Risk Communication. At present, he is the acting Director for the Office of Community Resilience. In his capacity, he provides expertise in a variety of disaster planning, training, and response activities to the diverse New York City communities to cover the necessary functions to plan and implement an effective mental health response in the event of disasters or public health emergency. Map current preparedness and resilience activities in various communities of New York City and collaborate with key stakeholders to develop plans to create wider social support networks. Improve the disaster planning and responding capacity of the communities, advocates for cultural sensitivity to overcome health disparities. He conducted the first known research on the mental health needs of New York Muslims and the role of the Imams in the day-to-day lives of American-Muslim communities while working as a senior research Scientist at Columbia University.

Ali Gheith is the director of the Emergency and Disaster Management master's degree program at Metropolitan College of New York. In this capacity, he is responsible for overseeing the entire graduate curriculum, and professionalizes the field of Emergency Management.

Ali is a certified Mental Health First Aid Trainer, Business Continuity instructor, and Master Exercise Practitioner. In this capacity, he trained over 3000 New Yorkers in Mental Health First Aid, including NYC first Lady and her staff.

In addition, Ali is Certified Emergency Manager (CEM) by the International Association of Emergency Managers (IAEM). Ali is the Chair of the IAEM Disaster Behavioral Health committee.

Publications-

Interventions for homeless men and women with mental illness:

Reducing sexual risk behaviors for HIV. International Journal of STD & AIDS 1996; 7 (suppl. 2): 75-79.

Methods for successful follow-up of elusive urban populations: An ethnographic approach with homeless men. Bulletin of the New York Academy of Medicine. Volume 74, Number 1, Summer 1997.

Muslims Mental Health Needs in New York City-Book Chapter-

Columbia University, School of International and Public Affairs

Spiritual Care and Mental Health for Disaster Response and Recovery- Manual for NYC
Religious Leaders- Chapter on Mental Health
New York Disaster Interfaith Services/ New York

Disaster Mental Health & Psychological First Aid For Spiritual Leaders- Training
Manual for Religious leaders- New Disaster Interfaith Services