

EW

115-4B



Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL. (603) 271-6133  
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November 2, 2020

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

**REQUESTED ACTION**

Authorize the New Hampshire Department of Education, Bureau of Student Wellness, Office of Social & Emotional Wellness to enter into a **sole source** cooperative project agreement with Keene State College, (vendor code 315187), Keene, NH in an amount not to exceed \$515,075 to work in partnership with the NH Department Of Education, (NHDOE) to provide external evaluation services of the System of Care (SOC) Sustainability and Expansion Grant, with the option to renew for three additional years effective upon Governor and Executive Council approval through September 29, 2021. 100% Federal Funds.

Funds to support this request are available in the account titled System of Care Grant in FY21 and anticipated to be available in FY22, upon the availability and the continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal years through the Budget Office, without further Governor and Council approval, if needed and justified.

06-56-56-562010-50600000-072-509073	<u>FY'21</u>	<u>FY'22</u>
Grants-Federal	\$309,045	\$206,030

**EXPLANATION**

The contract is being **sole sourced**, due to the federal grant requirement that the agency identify an external evaluator and LEA Evaluation Contact prior to submitting the application. The purpose of this cooperative agreement is to support the expansion of NH's System of Care through the provision of technical assistance and evaluation of the services and supports implemented by the NH Department of Education to each of the seven participating LEAs as follows: (1) Support LEA's with the fidelity of implementation of a multi-tiered behavioral framework(MTSS-B); (2) Collect and report data in an effort to meet grant requirements and provide training and technical assistance to project partners in the area of data collection and analysis; and (3) Professionalize, brand and market the NH Student Wellness Toolkit including branding, material, and potential website strategy.

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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The team from the Behavioral Health Improvement Institute (BHII) at Keene State College will provide ongoing evaluation technical assistance of the System of Care grant implementation including, but not limited to supporting LEA's with the fidelity of implementation of a multi-tiered behavioral framework; daily and weekly data collection from participating LEAs; monthly and as needed calls and meeting with Department of Education staff; and quarterly project evaluation meetings. In addition, BHII will provide technical assistance to the development of the MTSS-B toolkit deployed by school districts. Monthly and annual project reports will be submitted to the Department of Education summarizing and analyzing evaluation efforts in an effort to fulfill grant requirements.

BHII will submit a comprehensive evaluation work plan and timeline for approval that includes a detailed description of data to be collected; processes for collecting the data; an outline of evaluation theories and methodologies for analysis; and assurances related to informed consent, data sharing agreements, and privacy protection.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Edelblut". The signature is stylized and cursive.

Frank Edelblut  
Commissioner of Education



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
27 Hazen Dr., Concord, NH 03301  
Fax: 603-271-1516 TDD Access: 1-800-735-2964  
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**Denis Goulet**  
*Commissioner*

October 28, 2020

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 Cooperative Project Agreement with Keene State College Keene, NH, as described below and referenced as DoIT No. 2021-045.

This is a request to enter into a sole source Cooperative Project Agreement (CPA) with Keene State College (KSC). KSC will serve as the external evaluator and technical assistance provider for the State Educational Agency System of Care (SOC) Grant. Data collected through this CPA will be used for the purposes of meeting state and federal accountability requirements.

The funding amount is not to exceed \$515,075.00, and the CPA shall become effective upon Governor and Council approval through September 29, 2021.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Goulet".

Denis Goulet

DG/ik  
DoIT #2021-045

cc: Bruce Smith, DoIT

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

Keene State College of the **UNIVERSITY SYSTEM OF NEW HAMPSHIRE**

A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire (hereinafter "State"), Department of Education and the University System of New Hampshire, acting through Keene State College, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.

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 9/29/2021. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date 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: System of Care (SOC) 2 Sustainability and Expansion Grant – External Evaluator & TA Provider

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.

<b>State Project Administrator</b>	<b>Campus Project Administrator</b>
Name: Michelle Myler	Name: Abby Holmes
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Behavioral Health Improvement Institute M3520, Keene State College 229 Main Street Keene, New Hampshire 03435
Phone: 603-271-4018	Phone: 603-831-1972

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.

<b>State Project Director</b>	<b>Campus Project Director</b>
Name: Michelle Myler	Name: James Fauth
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Behavioral Health Improvement Institute M3520, Keene State College 229 Main Street Keene, New Hampshire 03435
Phone: 603-271-4018	Phone: 603-313-0381

Campus Authorized Official

Date 10-28-2020

F. Total State funds in the amount of \$515,075.00 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share Click here to enter text. % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. SM-16-009 from Department of Health and Human Services, Substance Abuse Services Administration under CFDA# 93.104. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) \_\_\_\_\_ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:  
Click here to enter text.

H.  State has chosen not to take possession of equipment purchased under this Agreement.

State has chosen to take possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus 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, acting through the Keene State College and the State of New Hampshire, Department of Education have executed this Project Agreement.

<b>By An Authorized Official of:</b>	<b>By An Authorized Official of:</b>
Keene State College	Department of Education
Name: Susan LaPanne	Name: Frank Edelblut
Title: Vice President for Finance and Administration	Title: Commissioner of Education
Signature and Date: <i>Susan LaPanne</i> 10-28-2020	Signature and Date: <i>Frank Edelblut</i> 11/4/20

<b>By An Authorized Official of:</b>	<b>By An Authorized Official of:</b>
The New Hampshire Office of the Attorney General	The New Hampshire Governor & Executive Council
Name: Christopher Bond	Name:
Title: Attorney	Title:
Signature and Date: <i>Chris Bond</i> 11/4/20	Signature and Date:

Campus Authorized Official *JL*  
Date 10-28-2020

## EXHIBIT A

- A. Project Title:** System of Care Sustainability and Expansion Grant – System of Care 2
- B. Project Period:** Upon Governor & Council approval through 9/29/2021, with the option to renew for three (3) additional years
- C. Objectives:** Keene State College (KSC) will provide the New Hampshire Department of Education, Office of Social & Emotional Wellness with the following services to support the expansion of NH's System of Care and the evaluation of the services and supports implemented by the Department of Education and within each of the seven participating LEAs.

**D. Scope of Work:** Keene State College (KSC) (vendor code 315187) shall provide:

Keene State Collage will provide the following services within this contract:

1. Submit a comprehensive evaluation work plan and timeline for approval that includes a detailed description of data to be collected, processes for collecting the data, an outline of evaluation theories and methodologies for analysis, and assurances related to informed consent, data sharing agreements, and privacy protection.
2. Execution of approved comprehensive evaluation plan.
3. Act as the liaison between the NH Department of Education and the federal evaluation team.
4. Participate in monthly calls with staff from the Office of Social & Emotional Wellness.
5. Provide timely and frequent updates on data collection and analysis.
6. Host quarterly in-person or remote evaluation meetings with all relevant project partners.
7. Provide training and technical assistance to project partners in the area of data collection and analysis.
8. Serve on work groups, advisory councils and committees as appropriate.
9. Demonstrate a commitment to the system of care values and guiding principles.
10. Author Annual Evaluation Reports as needed.
11. Author Project Evaluation Report upon completion of the performance period.
12. Develop and professionalize the NH Student Wellness Toolkit including branding, material, and potential website strategy.
13. At the completion of the project, BHII will submit all data to the DOE in a usable electronic format and purge it from their systems, adhering to industry standards for data cleaning.

**E. Deliverables Schedule:** The Center for Behavioral Health Innovation at Keene State Collage will provide ongoing evaluation support for the System of Care grant including, but not limited to: Daily and weekly data collection from participating LEAs, monthly and as needed calls and meeting with Department of Education staff, and quarterly project evaluation meetings. Monthly and annual project reports will be submitted to the Department of Education summarizing and analyzing evaluation efforts in an effort to fulfill grant requirements.

Campus Authorized Official   
Date 10-28-2020

**F. Budget and Invoicing Instructions:**

Domain	Activities	Budget
Meetings, communication, coordination	Internal team communication along with stakeholder engagement including all project meetings, monthly evaluation meetings, others as necessary/requested, emails etc.	\$ 76,000.00
Data platform	Support development/deployment/use of data platform	\$ 76,000.00
SoC Core Measures	Work with stakeholders across the state to create a set of common SoC measures and the infrastructure to report/use the resulting data	\$ 20,000.00
Data collection, management, cleaning	Training, coaching, supporting, prompting, checking on stakeholder data collection	\$ 76,000.00
Liaise with Substance Abuse and Mental Health Service Administration (SAMHSA), SAMHSA's Performance and Accountability Reporting System (SPARS) submissions	Enter all required data into SPAR per SAMHSA specifications	\$ 31,000.00
Data analysis and visualization	Manage, clean, manipulate, and provide analysis/dashboards at the case, staff, and program level; Develop and maintain dashboards of the aforementioned data; facilitate and track quality improvement efforts,	\$ 76,000.00
Reporting & dissemination	Develop presentations, infographics, reports, and other evaluation deliverables at project and district levels	\$ 76,075.00
Communication planning and implementation	Design and develop strategic communications plan, including branding, and material development to support the professionalization and rollout of the NH Student Wellness Toolkit.	\$ 84,000.00
	<b>Total budget</b>	<b>\$ 515,075.00</b>

Payment will be made in five equal installments of \$103,015, invoiced by the 10<sup>th</sup> day following the end of each quarter of the federal fiscal year (i.e. January 10, 2021; April 10, 2021, and July 10, 2021; October 10, 2021) with the last, 5<sup>th</sup> payment, to be invoiced within 30 days of the end of this agreement, and upon delivery of the annual evaluation report. Invoices shall detail a summary of activities that have taken place in accordance with the terms of the contract. Invoice template will be provided by the Office of Social & Emotional Wellness.

Attn: Michelle Myler  
 NH Department of Education  
 Office of Social & Emotional Wellness  
 101 Pleasant Street  
 Concord, NH 03301

Campus Authorized Official   
 Date 10-28-2020

**Funding Source:** 06-56-56-562010-50600000-072-509073

Funds are available in the account titled System of Care Grant for FY'21 and are anticipated to be available in FY'22 upon the availability and appropriation of funds in the future operating budget with the authority to adjust encumbrances between fiscal years within the price limitation through the budget office if needed and justified.

06-56-56-562010-50600000-072-509073  
Grants -- Federal

FY'21  
\$ 309,045.00

FY'22  
\$ 206,030.00

Campus Authorized Official

Date  10-28-2020

## EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, 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 Campus; 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 Click here to enter text..

Campus Authorized Official 

Date 10-28-2020