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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-3495
FAX (603) 271-1953

May 10, 2021

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

REQUESTED ACTION

Authorize the Department of Education, Division of Learner Support, to exercise the final renewal to an existing contract with Paradigm Consulting, LLC., (Vendor Code #284894), Bow, NH, by increasing the price limitation by $45,925.00 from $45,925.00 to $91,850.00 and extending the completion date from June 30, 2021 to June 30, 2022, to provide reading specialist services to school districts. This contract will be effective upon Governor and Council approval, for the period July 1, 2021 through June 30, 2022. The contract was originally approved by Governor and Council on June 24, 2020 (Item #166). 100% General Funds

Funds to support this request are anticipated to be available in the account titled Instructional Support in FY 2022 as follows:

		FY 22
06-56-56-562010-25030000-102-500731	Contracts for Program Services	$45,925.00

EXPLANATION

RSA 200:60 requires that the Commissioner of the Department of Education issue a request for proposals pursuant to RSA 21-G to secure the contract services of a reading specialist to enable the Department to provide school districts with the support and resources necessary to assist students with dyslexia and related disorders and their families. The reading specialist must be qualified by education and experience and shall provide technical assistance for dyslexia and related disorders to school districts.

An RFP was posted on the Department website from January 10, 2020 through January 28, 2020. The Division of Learner Support received one (1) proposal. The review team recommended this organization be brought forward for approval.

The Department is requesting an amendment to this contract in order to allow Paradigm Consulting, LLC, to continue to provide technical assistance, support and resources to school districts and families on screening, identification of risk factors for dyslexia and related disorders, and intervention strategies based on RSA 200:59. Natasha Kolehmainen is the Chief Innovation Officer for Paradigm Consulting, LLC. She possesses both the education and extensive experience necessary to continue the delivery of these services.

Respectfully submitted,

Frank Edelblut
Commissioner of Education

FE:mw:emr

AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT

Now come the New Hampshire Department of Education, Division of Learner Support, hereinafter "the Agency," and Paradigm Consulting, LLC, Bow, NH , hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by Governor and Council on June 24, 2020 (Item #166) hereby agree to modify same as follows:

1. Amend Section 1.7 by extending the completion date to June 30, 2022
2. Amend Section 1.8 by increasing the price limitation from $45,925.00 to $91,850.00
3. Remove Exhibit A (Special Provisions) and replace with Exhibit A-1 (Special Provisions)
4. Remove Exhibit B (Scope of Services) and replace with Exhibit B-1 (Scope of Services)
5. Remove Exhibit C (Method of Payment) and replace with Exhibit C-1 (Method of Payment)
6. All other provisions of this agreement shall remain in full force and effect as originally set forth; and
7. This amendment shall be effective upon Governor and Council approval for the period of July 1, 2021 through June 30, 2022.

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

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

THE STATE OF NEW HAMPSHIRE
Department of Education
(Agency)

Division of Commissioner's Office

By: _____ 5.13.21
Frank Edelblut, Commissioner of Education Date

Paradigm Consulting, LLC
Name of Corporation (Contractor)

By: Natasha Kolehmainen 5/7/21
Natasha Kolehmainen, Chief Innovation Officer Date

STATE OF N/A COVID

County of _____

On this the _____ day of _____, 2021 before me, _____ the undersigned officer, personally appeared _____ known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

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

_____
Notary Public/Justice of the Peace

_____
Commission Expires

Approved as to form, substance and execution by the Attorney General this 17th day of May, 2021.

_____
Christopher Bond, Division of Attorney General Office

Approved by the Governor and Council this _____ day of _____ . . . . 20__

By: _____ _____ _____ . __

EXHIBIT A-1

Special Provisions

Additional Exhibits D-G

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

EXHIBIT B-1

Scope of Services

Paradigm Consulting, LLC will provide the following services to the New Hampshire Department of Education effective upon Governor and Council approval for the period July 1, 2021 through June 30, 2022.

- Execute 15-25 in-person and/or remote, half-day regional trainings, approximately 4 hours each
- Provide 125 hours of technical assistance to individual districts
- Complete 10 hours of virtual training via Zoom which will be recorded and posted on the DOE website for permanent access
- Update and digitize the Dyslexia and Other Related Disorders Resource Guide
- Develop and curate existing resources on these topics and complete 10 hours of virtual training via Zoom which will be recorded and posted on the DOE website for permanent access
- Work with Career and Technical Education (CTE) and the Department to develop a plan for addressing this area of service

EXHIBIT C-1

Method of Payment

Budget (July 1, 2021 through June 30, 2022)

Category	Cost	Anticipated Quantity	Extended Cost
Hourly Rate	$110	370	$40,700.00
Travel – IRS Mileage Rate	.575	3,000 miles	$ 1,725.00
Supplies	TBD	Copies, paper, website subscriptions, markers, chart paper	$ 1,000.00
Room Rentals	TBD	Room rental fees for regional trainings	$ 2,500.00
Total			$45,925.00

Limitation on Price: Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed the price limitation of $45,925.00.

Funding Source: Funds to support this request are anticipated to be available in the account titled Instructional Support in FY 2022 as follows:

	FY 22
06-56-56-562010-25030000-102-500731 Contracts for Program Services	$45,925.00

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

Melissa White
Administrator
Academics and Assessment
NH Department of Education
101 Pleasant Street
Concord, NH 03301

Contractor Initials NK
Date 5/7/21

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 NK
Date 5/7/21

Exhibit E

Federal Debarment and Suspension

a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:

   1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;

   2. Does not have a proposed debarment pending;

   3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and

   4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.

c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.

d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Contractor Initials NK
Date 5/7/21

Exhibit F

Anti-Lobbying

The Contractor agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, execute the following Certification:

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.

b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (http://www.whitehouse.gov/omb/grants/sfillin.pdf).

c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed $100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.

e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Contractor Initials NK
Date 5/7/21

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 NK
Date 5/7/21

CERTIFICATE OF AUTHORITY

(Sole Proprietor)

I, Natasha Kolehmainen, as a Single Member of my Business, Paradigm Consulting, LLC certify that I am authorized to enter into a contract with the State of New Hampshire, Department of Education, on behalf of Paradigm Consulting, LLC.

IN WITNESS WHEREOF, I have hereunto set my hand as the Single Member of the Business this 7th day of May, 2021.

Natasha Kolehmainen
Single Member

STATE OF N//A COVID

COUNTY OF _____

On this the _____ day of _____, 2021, before me, _____ the undersigned Officer, personally appeared Natasha Kolehmainen who acknowledged herself to be the Single Member of Paradigm Consulting, LLC a Business, and that she, as such Single Member being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Business by herself as a Single Member.

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

_____
Notary Public/Justice of the Peace

My Commission expires:

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that PARADIGM CONSULTING LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on August 03, 2016. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 748602

Certificate Number: 0005364352

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 7th day of May A.D. 2021.

William M. Gardner
Secretary of State

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/07/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS 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	CONTACT NAME:	
METLIFE AUTO & HOME INS AGCY/PHS 47180001 The Hartford Business Service Center 3800 Wiseman Blvd San Antonio, TX 78251	PHONE (A/C, No, Ext): (866) 467-8730	FAX (A/C, No): (888) 443-6112
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC#
PARIDIGM CONSULTING LLC	INSURER A : Hartford Underwriters Insurance Company	30104
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR [X] General Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:				11/20/2020	11/20/2021	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							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 ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS HIRED AUTOS / NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB / EXCESS LIAB OCCUR / CLAIMS-MADE DED / RETENTION $						EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	Employment Practices Liability Insurance				11/20/2020	11/20/2021	Each Claim Limit	$25,000
							Annual Aggregate Limit	$25,000

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDER	CANCELLATION
New Hampshire Department of Education 101 PLEASANT ST CONCORD NH 03301-3852	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 Susan L. Castaneda

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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

June 4, 2020

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

REQUESTED ACTION

Authorize the Department of Education, Division of Learner Support, to enter into a contract with Paradigm Consulting, LLC., (Vendor Code #284894), Bow, NH in an amount not to exceed $45,925.00, to provide reading specialist services to school districts. This contract, with an option to renew for one additional fiscal year, will be effective upon Governor and Council approval through June 30, 2021. 100% General Funds

Funds to support this request are available in the account titled Educational Improvement-State in FY 2021as follows:

		FY 21
06-56-56-562010-64010000-102-500731	Contracts for Program Services	$45,925.00

EXPLANATION

RSA 200:60 requires that the Commissioner of the Department of Education issue a request for proposals pursuant to RSA 21-G to secure the contract services of a reading specialist to enable the Department to provide school districts with the support and resources necessary to assist students with dyslexia and related disorders and their families. The reading specialist must be qualified by education and experience and shall provide technical assistance for dyslexia and related disorders to school districts.

An RFP was posted on the Department website from January 10, 2020 through January 28, 2020. The Department was seeking proposals from individuals, agencies or organizations to provide professional development, technical assistance, support, and resources to school districts and families on screening, identification of risk factors for dyslexia and related disorders, and intervention strategies based on RSA 200:59. The Division of Learner Support received one (1) proposal.

A team consisting of Kathy Vestal, Director of 21st Century Community Learning Center programs; Christina Dotson, M.Ed, Education Consultant for Title 1 programs; and Katherine Adams, CAGS, M.Ed, Education Consultant for Title I programs and the State Coordinator for

Homeless Education reviewed the proposal based on the criteria outlined in the RFP (Attachment A). They recommended this organization be brought forward for approval.

Natasha Kolehmainen is the Chief Innovation Officer for Paradigm Consulting, LLC. She started her career as a grade 4 teacher, enrolling in the Master's of Education program at Rivier College where she concentrated in Reading. She received her Master's degree and certification as a Reading and Writing Specialist a few years later. She has served as a Director of Curriculum, Instruction and Assessment and a Reading Specialist. She possesses both the education and extensive experience necessary to deliver these services.

Respectfully submitted,

Frank Edelblut
Commissioner of Education

FE:emr

Attachment A

Scoring for review of the Reading Specialist proposal.

Proposal Criteria in the RFP

Significance of Project: Description of bidder's capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type; to include references as applicable. Please identify the specific subsections of 4.0 as they are addressed.

10 points

Quality of Services: Describe how you will accomplish the Services to be Provided in 1.0 of this RFP, including activities and strategies that will achieve the desired outcomes. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative.

30 points

Content Knowledge, including but not limited to the applicant's familiarity with a variety of the practices, procedures and concepts of literacy skill development and other areas of knowledge that supports the accomplishment of the Services to be Provided.

Management Plan: Provide a work-plan, timeline, milestones or benchmarks in Accordance with the activities to carry out Services to be Provided in 1.0 of this RFP.

15 points

Personnel and Partners: Provide a listing of the individuals who will have responsibilities within this proposed project, their titles, qualifications and duties, and the amount of time each will devote to the project. Identify key partners, describe their anticipated participation and provide documentation of their commitment.

10 points

Adequacy of Resources: Provide a detailed budget, including budget notes/justification, which clearly explain the relationship between proposed activities and expenditures. The budget period will be upon Governor & Council approval through October 30, 2020 and not to exceed $90,000 for the one (1) year contract. Indirect costs may not exceed 8%.

25 points

Evaluation Plan: Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact.

10 points

Total Possible Points

100 Points

Attachment A cont.

Scoring for review of Reading Specialist proposal continued....

One proposal was received and scored.

	Kathy Vestal	Christina Dotson	Katherine Adams	Peer Review
Paradigm Consulting, LLC	92	93	93	93

Reviewer Qualifications

Kathy Vestal - Kathy V. has been the Director of the 21st Century Community Learning Center programs for the NH Department of Education for the last three and a half years. Prior to joining the department, Kathy was employed by Plymouth State University for thirty years and was the Coordinator of Teacher Certification and Clinical Experiences in the Office of Educator Preparation.

Christina Dotson, M.ed – Christina D. works with Title 1 programs as an Educational Consultant for the Department of Education. She has 12 years of experience in Elementary schools, most recently teaching reading and math in a school-wide Title 1 school.

Katherine Adams, CAGS, M.ed – Katherine A. is an Education Consultant for Title I programs and the State Coordinator for Homeless Education. Prior to coming to the department, Katherine worked for 10 years in Title I and CSI Schools as a Classroom Teacher, Reading and Writing Specialist and a Special Education Intervention Specialist. She worked as a Reading Specialist for Dyslexic children and youth, in the Speech, Language and Literacy Center at MGH Institute of Health Professions in Boston.

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 NH Department of Education	1.2 State Agency Address 101 Pleasant Street, Concord, NH 03301
1.3 Contractor Name Paradigm Consulting, PLLC	1.4 Contractor Address 12 Stonewall Road, Dover, NH 03820
1.5 Contractor Phone Number 603-589-3773	1.6 Account Number See Exhibit C
1.7 Completion Date June 30, 2021	1.8 Price Limitation $13,925.00
1.9 Contracting Officer for State Agency Ashley Crane, Administrator, ESEA Programs	1.10 State Agency Telephone Number 603-271-6529
1.11 Contractor Signature Date: 6/9/2020	1.12 Name and Title of Contractor Signatory Natasha Kaldhusaas, Chief Innovation Officer
1.13 State Agency Signature Date: 6/9/20	1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner of Education
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: Director, On:	
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: On: 6/9/20	
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: G&C Meeting Date:	

Contractor Initials NK
Date 6/9/2020

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

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

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

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

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

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

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

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

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

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

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

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

Contractor Initials NK
Date 6-4-2020

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

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

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/ PRESERVATION.

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

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

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

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor Initials NK
Date 6-4-2020

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

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

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

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

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

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

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

17. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

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

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

22. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

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

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

Contractor Initials NK
Date 6-9-2020

EXHIBIT A

Special Provisions

Additional Exhibits D-G

Subject to Governor and Council approval, authorize the Department of Education to include a renewal option on this contract for one additional fiscal year, subject to the contractor's acceptable performance of the terms therein.

As a single member LLC, with no employees, provisions of form P-37 paragraph 15 (Workers' Compensation) do not apply to this contract.

Contractor Initials NK
Date 6-4-2020

EXHIBIT B

Scope of Services

Paradigm Consulting, LLC will provide the following services to the New Hampshire Department of Education effective upon Governor and Council approval through June 30, 2021.

- Execute 15-25 in-person and/or remote, half-day regional trainings, approximately 4 hours each
- Provide 125 hours of technical assistance to individual districts
- Complete 10 hours of virtual training via Zoom which will be recorded and posted on the DOE website for permanent access
- Update and digitize the Dyslexia and Other Related Disorders Resource Guide
- Develop and curate existing resources on these topics and complete 10 hours of virtual training via Zoom which will be recorded and posted on the DOE website for permanent access
- Work with Career and Technical Education (CTE) and the Department to develop a plan for addressing this area of service

Contractor Initials NK
Date 6-24-2020

EXHIBIT C

Method of Payment

Budget (through June 30, 2021)

Category	Cost	Anticipated Quantity	Extended Cost
Hourly Rate	$110	370	$40,700.00
Travel – IRS Mileage Rate	.575	3,000 miles	$ 1,725.00
Supplies		Copies, paper, website subscriptions, markers, chart paper	$ 1,000.00
Room Rentals		Room rental fees for regional trainings	$ 2,500.00
Total			$45,925.00

Limitation on Price: Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed the price limitation of $45,925.00.

Funding Source: Funds to support this request are available in the account titled Educational Improvement-State in FY 2021 as follows:

	FY 21
06-56-56-562010-64010000-102-500731 Contracts for Program Services	$45,925.00

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

Ashley Frame
Administrator
ESEA Programs
NH Department of Education
101 Pleasant Street
Concord, NH 03301

Contractor Initials NK
Date 6-4-2020

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 NK
Date 6-4-2020

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 NK
Date 6-4-2020

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/sflllin.pdf).

c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed $ 100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.

e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Contractor Initials NK
Date 6-4-2020

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 NK
Date 6-4-2020

CERTIFICATE OF AUTHORITY

(Sole Proprietor)

I, Natasha Kolchmainen, as a Single Member of my Business, Paradigm Consulting, LLC, certify that I am authorized to enter into a contract with the State of New Hampshire, Department of Education, on behalf of Paradigm Consulting, LLC.

IN WITNESS WHEREOF, I have hereunto set my hand as the Single Member of the Business this 4th day of June, 2020.

Natasha Kolchmainen
Single Member

STATE OF _____

COUNTY OF _____

On this the _____ day of _____, 2020, before me, _____ the undersigned Officer, personally appeared Natasha Kolchmainen who acknowledged herself to be the Single Member of Paradigm Consulting, LLC a Business, and that she, as such Single Member being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Business by herself as a Single Member.

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

_____
Notary Public/Justice of the Peace

My Commission expires:

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that PARADIGM CONSULTING LLC is a New Hampshire Limited Liability Company registered to transact business in New Hampshire on August 03, 2016. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 748602
Certificate Number: 0004912644

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 11th day of May A.D. 2020.

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

(Sole Proprietor)

I, Natasha Kolchmainen, as a Single Member of my Business, Paradigm Consulting, LLC certify that I am authorized to enter into a contract with the State of New Hampshire, Department of Education, on behalf of Paradigm Consulting LLC.

IN WITNESS WHEREOF, I have hereunto set my hand as the Single Member of the Business this 12 day of May, 2020.

Natasha Kolchmainen
Single Member

STATE OF New Hampshire
COUNTY OF Rockingham

On this the 12th day of May, 2020, before me, Elizabeth Bridge the undersigned Officer, personally appeared Natasha Kolchmainen who acknowledged herself to be the Single Member of Paradigm Consulting, LLC a Business, and that she, as such Single Member being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Business by herself as a Single Member.

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

Elizabeth Bridge
Notary Public/Justice of the Peace

My Commission expires: 1/23/2024

ELIZABETH A BRIDGE
Notary Public-New Hampshire
My Commission Expires
January23, 2024

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/20/2019

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	CONTACT NAME:	
METLIFE AUTO & HOME INS AGCY/PHS 47180001 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78265	PHONE (A/C, No, Ext): (866) 467-8730	FAX (A/C, No): (888) 443-6112
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC#
PARIDIGM CONSULTING LLC	INSURER A: Hartford Underwriters Insurance Company	30104
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR [X] General Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:				11/20/2019	11/20/2020	EACH OCCURRENCE	1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	1,000,000
							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 ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS HIRED AUTOS / NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB / EXCESS LIAB OCCUR / CLAIMS-MADE DED / RETENTION $						EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	Employment Practices Liability Insurance				11/20/2019	11/20/2020	Each Claim Limit	$25,000
							Annual Aggregate Limit	$25,000

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDER	CANCELLATION
New Hampshire Department of Education 101 PLEASANT ST CONCORD NH 03301-3852	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 Susan L. Castaneda

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Natasha Kolehmainen, CAGS

Profile

Experienced system level leader with a proven record of managing the change process. Results through collaborative leadership practices, clear vision, and winnable goals.

Education

Plymouth State University, Plymouth, NH; **CAGS, Educational Leadership**
Rivier College, Nashua, NH, **M.Ed., Reading**
Smith College, Northampton, MA, **B.A., Education and Psychology**

Work Experience

DIRECTOR OF CURRICULUM, INSTRUCTION, AND ASSESSMENT, PELHAM, NH 2011-2017

Pelham School District serves roughly 2000 students and 200 staff in a suburban NH town. Oversight of the K-12 educational program, the professional learning model for educators, as well as the federal grants program. As part of the leadership team, lead the school district through the digital transformation and successfully transitioned educators to a new way of thinking about resources, personalization, and competency based learning.

- Redesigned the Professional Growth Model which includes Teacher Supervision and Evaluation, Professional Learning, and New Teacher Induction.
- Through collaborative vertical teams, revised or created K-12 aligned curriculum in ELA, Math, Science, and Social Studies based on the most current standards for student learning.
- Using a cohort model, trained teachers in the use of digital tools and resources and lead them through the process of transforming their pedagogy to a more innovative approach and selecting new resources, including open educational resources.

READING SPECIALIST, McKELVIE INTERMEDIATE SCHOOL, BEDFORD, NH

McKelvie Intermediate was the second Intermediate school in the state of NH serving roughly 750 students in grades 5 and 6 with a staff of 50. Experienced educator with proven record of positively affecting student achievement. Results through individual work with students needing direct instruction in reading skills, supervision of self-designed reading support program staffed by two reading teachers implementing a Tier II intervention program, and oversight of the core reading program for an intermediate school serving over 775 students.

- Provide direct instruction to students in need of systematic, sequential, and multi-sensory decoding programs
- Design and supervise the implementation of a Tier II reading support program.
- Oversight of the implementation of the core reading program; Reading Street by Scott Foresman
- Provided Professional Development offerings for staff on topics related to literacy and Response to Intervention

TEACHER, GREENVILLE ELEMENTARY SCHOOL, GREENVILLE, NH

Novice educator with responsibility in all content areas working with students in a small rural community with many under-resourced students. Worked to improve my knowledge and skills by completing my Masters Degree in Reading while teaching full-time.

- Classroom teacher with responsibility for students in all academic areas.
- Responsible for curriculum design and resource selection based on standards in the areas of math, science, and social studies.
- Reading instruction through Houghton Mifflin's Invitations to Literacy and authentic literature.

Certifications

New Hampshire Experienced Educator
Certificate #[redacted]
Endorsements: Elementary Education K-8 (1811); Reading Specialist (0037); Curriculum Administrator (0008), Superintendent (0000)
Wilson Level I Certification

Leadership Experience

- **Designed and implemented professional development workshops** on topics including: Tier II interventions, differentiated instruction, comprehension strategy instruction, and teaching inference skills.
- **Member of the Building Leadership Team**, a PLC group tasked to improve student achievement and evaluate building efficiency.
- **Proposed, defended and managed three budget accounts** totaling over $60,000 annually.
- **Created comprehension strategy information sheets** which were delivered to all teachers and followed up with informal, voluntary discussion groups.
- **Oversight of the core reading program:** Reading Street by Scott Foresman including: pacing; material acquisition; professional development through workshops, modeling lessons, and walk-throughs; and selection and design of supplemental materials.
- **Designed and delivered professional development opportunities** in reading comprehension and assessment for staff through monthly department meetings
- **Supervised a 3-week summer reading intervention program** serving twenty-four students; program includes a professional development component for four teachers focusing on reading comprehension and writing instruction (2011, 2009, 2008)
- **Oversight of the adoption of a new core reading program:** Reading Street by Scott Foresman; supply acquisition, designed professional development opportunities, provided feedback through a walk-though model, set pacing guidelines, set weekly, unit and yearly core expectations (2007-2008).
- **Design of a new reading support program:** selection of students, training/supervision of new staff, curriculum design (2007-2008).