AUG04'21 PM 4:00 RCVD 105 MLC

Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-6133
FAX (603) 271-1953

July 8, 2021

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 Support to enter into a **sole source** Cooperative Project Agreement (CPA) with Keene State College, Keene, NH (vendor code 315187), in the amount not to exceed $36,037.00 to provide administration and maintenance of an online transition resource portal developed under the State Personnel Development Grant (SPDG), effective upon Governor and Council approval through June 30, 2022. 100% Federal Funds.

Funds to support this request are available in the account titled Special Education Ed-Elm/Sec. for FY'22 as follows:

	FY'22
06-56-56-562010-25040000-102-500731	
Contracts for Program Services	$36,037.00

EXPANATION

This agreement is **sole source** because Keene State College has been overseeing the transition portal for the past seven (7) years as part of their work on a State Personnel Development Grant (SPDG) from the US Department of Education.

The Transition Resource Portal is a valuable online resource for New Hampshire students, families, educators and community partners focused on providing tools and resources related to Extended Learning Opportunities as well as preparing students for life after high school. The Portal includes both the nextsteps-nh.org and beyondclassroom.org websites.

In collaboration with the New Hampshire Department of Education, Bureau of Student Support, Keene State College shall provide administration, maintenance and support to the New Hampshire Department of Education, Bureau of Student Support for the Transition Resource Portal developed by Keene State College under the 2011-2018 SPDG grant. The current plan to retain this valuable content is to move it to the New Hampshire Department of Education's website when there is sufficient capacity to do so.

Keene State College is a public Institution of Higher Education and a member of the University System of New Hampshire. Keene State College has been a leader in offering professional development training and resource in secondary transition and special education.

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

Respectfully Submitted,

Frank Edelbut
Commissioner of Education

FE: BJR
Attachments

STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doit

Denis Goulet
Commissioner

July 27, 2021

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

Dear Commissioner Edelblut:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a Cooperative Agreement with Keene State College, of the University System of New Hampshire, as described below and referenced as DoIT No. 2022-033.

> The Department of Education is requesting to enter into a Cooperative Project Agreement with Keene State College for the continuation of providing administration and maintenance of the existing online transition resource portal developed under the State Personnel Development Grant (SPDG). The Transition Resource Portal is a valuable resource for New Hampshire students, families, educators and community partners focused on providing tools and resources related to Extended Learning Opportunities, as well as preparing students for life after high school.
>
> The Price Limitation is not exceed $36,037 and the contract shall be effective upon Governor and Council approval through June 30, 2022.

A copy of this letter should accompany your Agency's submission to Governor and Executive Council for approval.

Sincerely,

Denis Goulet

DG/ik
DoIT #2022-033

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, **Department of Education**, (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 Commissioner of Education of the State of New Hampshire approves this Project Agreement ("Effective date") and shall end on 6/30/2022. 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: Transition Resource Portal

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

State Project Administrator	**Campus Project Administrator**
Name: Rebecca Fredette	Name: Kim Becker
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Keene State College 229 Main Street Keene, NH 0343
Phone: 603-271-6693	Phone: 603-358-2443

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

State Project Director	**Campus Project Director**
Name: Heidi Clyborne	Name: Stephen Bigai
Address: NH Department of Education 101 Pleasant Street Concord, NH 03301	Address: Keene State College 229 Main Street Keene, NH 03435
Phone: 603-271-3748	Phone: 603-358-2872

Campus Authorized Official KJ
Date 7/8/21

F. Total State funds in the amount of $36,037.00 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. 2712010312 from U.S. Department of Education, Office of Special Education Programs under CFDA#84. 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.

By An Authorized Official of:	**By An Authorized Official of:**
Keene State College	**Department of Education**
Name: Karen M. Jensen	Name: Frank Edelblut
Title: Director, Pre-Award, UNH	Title: Commissioner of Education
Signature and Date: Karen Jensen Digitally signed by Karen Jensen Date: 2021.07.08 09:19:39 -04'00'	Signature and Date:

By An Authorized Official of:	**By An Authorized Official of:**
The New Hampshire Office of the Attorney General	The New Hampshire Governor & Executive Council
Name: Christopher Bond	Name:
Title: Assistant Attorney General	Title:
Signature and Date: 8/2/21	Signature and Date:

Campus Authorized Official KJ
Date 7/8/21

EXHIBIT A

A. Project Title: Transition Resource Portal Support

B. Project Period: Effective upon G&C approval through June 30, 2022

C. Objectives: Maintain and enhance the Transition Resource Portal, consisting of the Next Steps NH website, the Beyond Classroom website, and social media.

D. Scope of Work: Keene State College (KSC) (vendor code 315187) shall provide a support contract with the New Hampshire Department of Education for the Transition Resource Portal (TRP) developed by Keene State College under the 2011-2018 State Personnel Development Grant (SPDG).

E. Deliverables Schedule:
Objective 1: Provide administration and maintenance for the two websites: nextstepsnh.org and beyondclassroom.org.

1. Continue technical maintenance both websites (hosting, domain registrations, software updates, etc.).
2. Continue reconstruction of both websites on an updated WordPress platform to prepare for eventual migration to NH DOE website.
3. Monitor accessibility compliance.
4. Monitor external website links and fix/replace as needed.
5. Provide technical support for any website issues.

Objective 2: Provide content and usability enhancements to the Transition Resource Portal.

1. Continue to curate content, adding new content and refreshing/pruning existing resources.
2. Collaborate with NH DOE Bureau of Student Support staff.
3. Continue the Next Steps NH SPDG Project's social media strategy.
4. Continue to collect and analyze usage statistics, using the results to inform improvements to the TRP.
5. Respond to website inquiries.
6. Investigate new tools as time allows.

Objective 3: Support and promote use of the Transition Resource Portal by constituent groups.

1. Present to interested groups as opportunities arise.
2. Attend meetings where content could enhance the Transition Resource Portal.
3. Develop and implement a promotional campaign to engage constituent groups with the websites as we emerge from the pandemic.

F. Budget and Invoicing Instructions:
Personnel $23,036.00
Benefits $2,260.00
Travel $336.00
Supplies $879.00
Consultant Costs $2,975.00
Printing, Copying $400.00
Indirect Costs $6,151.00
Total $36,037.00

Limitation on Price: This contract will not exceed $36,037.00

Campus Authorized Official KJ
Date 7/8/21

Funding Source: 100% Federal Funds.
Funds to support this request are available in the account titled IDEA Special Education-Elem/Sec. in FY'22 as follows

	FY'22
06-056-056-562010-25040000-102-500731	
Contracts for Program Services	$36,037.00

Method of Payment: Payment will be made upon the submittal of an invoice that is received by the 10th of the following month which is supported by a summary of deliverables that have taken place in accordance with the terms of the contract.

Submit Invoices to:
Heidi Clyborne, Project Director
NH Department of Education Bureau of Student Support
101 Pleasant Street
Concord, New Hampshire 03301

Campus Authorized Official KJ
Date 7/8/21

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 KJ
Date 7/8/21