

75

48



Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

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

January 15, 2025

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the New Hampshire Department of Education (NHED), Division of Learner Support, Bureau of Instructional Support, to enter into a contract with Baystate Interpreters, Inc. Gardner, MA (VC# 172663) in the amount of \$27,020, to provide translation, interpretation, and transcription services to NHED, with the option to renew for an additional one-year term, effective upon Governor and Council approval through June 30, 2025. 76% Federal Funds, 24% General Funds.

Funds to support this request are available in the following accounts for Fiscal Year 2025, with the authority to adjust budget line items within the price limitation through the Budget Office if needed and justified.

**06-56-56-562010-25160000 TITLE III ENGLISH LEARNERS**

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$1,000
Subtotal			\$1,000

**06-56-56-562010-25030000 INSTRUCTIONAL SUPPORT**

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$1,000
Subtotal			\$1,000

**06-56-56-567010-30590000 FEDERAL ACCOUNTABILITY**

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$10,000
Subtotal			\$10,000

06-56-56-562010-25040000 IDEA – SPECIAL EDUCATION

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$3,000
Subtotal			\$3,000

06-56-56-562010-64010000 LEARNER SUPPORT

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$3,000
Subtotal			\$3,000

06-56-56-562010-21710000 WELLNESS FUND

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$2,500
Subtotal			\$2,500

06-56-56-562010-40260000 CAREER AND TECHNICAL EDUCATION (CTE) PERKINS

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$6,020
Subtotal			\$6,020

06-56-56-562010-40370000 ADULT EDUCATION

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$500
Subtotal			\$500
Total			\$27,020

**EXPLANATION**

Baystate Interpreters, Inc. has been in operation for over 20 years, and has experience being responsive to the needs of other state’s Departments of Education and school districts. They have rigorous protocols to ensure all translators and interpreters have the appropriate certifications and backgrounds to provide accurate and timely translations and their staff have extensive background checks.

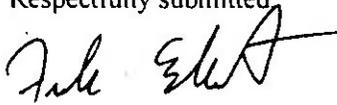
This contract is to provide translation, interpretation, and transcription services across Bureau’s within the NHED, Division of Learner Support when publishing materials intended to be shared with parents and guardians of students, as required by the United States Department of Education and Office of Civil Rights as outlined in their guidance document, “Enforcement of Title VI of the Civil Rights Act of 1964 - National Origin Discrimination Against Persons with Limited English Proficiency”.

A Request for Proposals (RFP) was posted on the NHED website and the Department of Administrative Services (DAS) website on August 30<sup>th</sup>, 2024, with a deadline for proposals of October 18<sup>th</sup>, 2024. The Department received fourteen (14) proposals from the issuance of the RFP “RFP 2025- NHED-English Language Learners-01”.

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
Page 3 of 3

A review committee consisting of three educational consultants within the Division of Learner Support, independently reviewed and scored the proposals (Attachment A). Baystate Interpreters received the highest score across all three reviewers, and their proposal meets the criteria of the RFP. Proposals did not offer a total amount for the bid, but rather the cost of services. There was no singular proposal that had the lowest prices across all services requested.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Edelblut", written in a cursive style.

Frank Edelblut  
Commissioner of Education

**Attachment A**  
**Bid Summary Scoring Sheet**  
**RFP 2025- NHED-English Language Learners-01**

<b>Name of Bidders Listed Alphabetical</b>	<b>Bid/Proposal Amount</b>
Ad Astra, Inc.	See Sample Fee Report
Advanced Language Services	See Sample Fee Report
Atlantic Interpreters	See Sample Fee Report
Baystate Interpreters, Inc.	See Sample Fee Report
Datagain	See Sample Fee Report
EPIC Translations	See Sample Fee Report
Inclusive Communication	See Sample Fee Report
LanguageLine Solutions	See Sample Fee Report
Liberty Language Services	See Sample Fee Report
Linguistica International	See Sample Fee Report
Lionbridge	See Sample Fee Report
Propio	See Sample Fee Report
Taika Translations	See Sample Fee Report

<b>Name of Reviewers</b>	<b>Title</b>
Chrissy Vander Hook	Senior Program Coordinator & OCR MOA Coordinator, Bureau of Career Development
Amanda Yasenchock	State and Federal Grants Specialist, Bureau of Special Education Support
Christina Lyna	MTSS-B Education Consultant, Office of Social and Emotional Wellness

<b>Proposal Criteria in the RFP</b>	<b>Weight of Criteria</b>
Language Assistance as Needed	20
Document Translation as Needed	20
Oral Translation as Needed	20
Interpretation Services as Needed	20
Cost Summary	20
<b>Total</b>	<b>100</b>

<b>Names Listed by Score Highest to Lowest</b>	<b>Overall Score</b>
Baystate Interpreters, Inc.	100
Ad Astra, Inc.	95
Atlantic Interpreters	95
EPIC Translations	83.3
Linguistica International	80
Propio	76.7
Inclusive Communication	75
Liberty Language Services	63.33
Taika Translations	61.7
Advanced Language Services	56.7
LanguageLine Solutions	38.3
Datagain	35
Lionbridge	35

Proposal Criteria Maximum Points		20	20	20	20	20	100
Name of Vendor Alphabetical	Reviewer Initials	Language Assistance	Document Translation	Oral Translation	Interpretation Services	Cost Summary	
Ad Astra, Inc.	CV	20	20	20	20	20	100
	AY	15	15	20	15	20	85
	CL	20	20	20	20	20	100
Advanced Language Services	CV	10	15	5	15	10	55
	AY	10	15	5	15	10	55
	CL	10	15	10	15	10	60
Atlantic Interpreters	CV	20	20	20	20	20	100
	AY	15	20	20	20	10	85
	CL	20	20	20	20	20	100
Baystate Interpreters, Inc.	CV	20	20	20	20	20	100
	AY	20	20	20	20	20	100
	CL	20	20	20	20	20	100
Datagain	CV	10	10	5	10	5	40
	AY	5	5	5	5	5	20
	CL	10	10	5	10	10	45
EPIC Translations	CV	15	20	5	15	20	75
	AY	15	20	5	15	20	75
	CL	20	20	20	20	20	100
Inclusive Communication	CV	15	15	20	20	5	75
	AY	15	15	20	20	5	75
	CL	15	20	15	20	5	75
LanguageLine Solutions	CV	10	20	5	5	0	40
	AY	10	15	5	5	0	35
	CL	10	20	5	5	0	40
Liberty Language Services	CV	15	15	10	15	10	65
	AY	15	15	10	10	10	60
	CL	15	15	10	15	10	65
Linguistica International	CV	20	15	10	15	20	80
	AY	20	15	10	15	20	80
	CL	20	15	10	15	20	80
Lionbridge	CV	5	5	15	5	5	35
	AY	5	5	15	5	5	35
	CL	5	5	10	10	5	35
Propio	CV	15	10	15	20	15	75
	AY	15	10	15	20	20	80
	CL	15	10	15	20	15	75
Taika Translations	CV	15	15	5	15	10	60
	AY	15	15	5	15	10	60
	CL	15	20	5	15	10	65

**Review Process:**

Scoring occurred from October 23<sup>rd</sup> to November 1<sup>st</sup>, 2024.

Points were totaled then divided by 3, for an average score.

The proposal review panel recommended **Baystate Interpreters, Inc.** for funding.

# Sample Fee Report

Cost Summary for RFP 2025-NHED - English Language Learners -01  
Language Assistance Services

Vendors	Documents	Oral	Voice Over	In-Person / On-site	Online Service	Transcription	Telephonic Interpretation	Other Fees		
<b>Ad Astra Inc.</b>										
Spanish	\$0.10/word min fee \$40			\$59/hr	\$0.72/minute (video remote)		\$0.44/minute	Desktop Publishing \$45/hr Notarized Certificate \$25 Rush Fees 15% additional		
Group A	\$0.14/word min fee \$40									
Group B	\$0.18/word min fee \$40									
Group C	\$0.24/word min fee \$40									
All other spoken languages	\$0.25/word min fee \$40			\$69/hr	\$0.82/minute (video remote)		\$0.59/minute			
American Sign Language (ASL)					\$1.15/minute (video remote)					
<b>Advanced Language</b>										
Spanish	\$0.12/word min fee \$50	\$100/hr min \$100	\$100/hr min \$100	\$125/hr min \$250 Consecutive	\$150/hr min \$600 Simultaneous	\$85/hr min fee \$85 Consecutive \$120/hr min fee \$480 Simultaneous	\$85/hr min fee \$85 Consecutive	\$120/hr min fee \$480 Simultaneous	Desktop Publishing \$15/pg min \$50 Transcription of English Audios or Videos \$150/audio Hr min \$150	
Portuguese, Arabic, Swahili Nepali	\$0.14/word min fee \$65									
Other Common Languages	\$0.18/word min fee \$70	\$125/hr min \$250	\$125/hr min \$250	\$150/hr min fee \$300 Consecutive	\$160/hr min \$960 Simultaneous	\$125/hr min fee \$250 Consecutive	\$150/hr min fee \$900 Simultaneous	\$125/hr min fee \$250 Consecutive		\$150/hr min fee \$900 Simultaneous
Other Rare Languages (i.e. Pacific Islands or Indigenous Latin America)	\$0.35/word min fee \$120	\$150/hr min \$300	\$150/hr min \$300	\$175/hr min fee \$350 Consecutive	\$300/hr min \$1,800 Simultaneous	\$150/hr min fee \$300 Consecutive	\$300/hr min fee \$1,800 Simultaneous	\$150/hr min fee \$300 Consecutive		\$300/hr min fee \$1,800 Simultaneous
<b>Atlantic Interpreters</b>										
Spanish	\$0.14/word min fee \$100	\$0.50/min \$7.50	\$0.50/min \$7.50	\$39/hr min fee \$39		\$0.70/min no min fee		\$0.50/min min fee \$7.50	Translated Transcription \$0.99/min Mileage for on-site services \$0.67/mile Rush Service - additional 25% Reimbursement for Parking Required Audit/Video Cont Calls - \$1 per call	
All other Languages	\$0.18/word min fee \$100	\$0.50/min \$7.50	\$0.50/min \$7.50	\$43/hr min fee \$43		\$0.70/min no min fee		\$0.50/min min fee \$7.50		
American Sign Language (ASL)				\$115/hr min fee \$115		\$1.23/min min fee \$18.45				
<b>Baystate Interpreters</b>										
Tier 1	\$0.08/word min fee \$50 Expedited +\$0.01/word	\$1.25/min min fee \$37.50 Expedited +\$0.25/min	\$165/hr min fee \$165	\$60/hr min fee \$120 Consecutive	\$70/hr min fee \$210 Simultaneous	\$0.95/min min fee \$57.00/Virtual Remote Consecutive	\$1.10/min Virtual Remote Simultaneous	\$0.95/min min fee \$14.25	Translated Transcription \$0.16- \$0.22/word Notarized Fee \$25/document Expedited Service \$0.01/word Additional fees for ASL from \$40/hr to \$65/hr including travel at current fed rate	
Tier 2	\$0.10/word min fee \$50 Expedited +\$0.01/word	\$1.25/min min fee \$37.50 Expedited +\$0.25/min	\$185/hr min fee \$185	\$65/hr min fee \$130 Consecutive	\$75/hr min fee \$225 Simultaneous	\$1.10/min min fee \$66.00 Virtual Remote Consecutive	\$1.20/min Virtual Remote Simultaneous	\$1.00/min min fee \$15.00		
Tier 3	\$0.11/word min fee \$50 Expedited +\$0.01/word	\$1.25/min min fee \$37.50 Expedited +\$0.25/min	\$195/hr min fee \$195	\$70/hr min fee \$140 Consecutive	\$80/hr min fee \$240 Simultaneous	\$1.10/min min fee \$66.00 Virtual Remote Consecutive	\$1.20/min Virtual Remote Simultaneous	\$1.00/min min fee \$15.00		
Tier 4	\$0.12/word min fee \$50 Expedited +\$0.01/word	\$1.25/min min fee \$37.50 Expedited +\$0.25/min	\$195/hr min fee \$195	\$75/hr min fee \$150 Consecutive	\$85/hr min fee \$255 Simultaneous	\$1.10/min min fee \$66.00 Virtual Remote Consecutive	\$1.20/min Virtual Remote Simultaneous	\$1.00/min min fee \$15.00		
American Sign Language				\$175/hr min fee \$175		\$195/hr min fee \$195				
<b>DeLagain</b>										
English		\$60/hr	\$120/hr	\$60/hr			\$90/hr			
Spanish	\$0.10/word	\$105/hr	\$195/hr	\$105/hr			\$117/hr			
Portuguese	\$0.10/word	\$120/hr	\$220/hr	\$120/hr			\$150/hr			
Arabic	\$0.10/word	\$130/hr	\$240/hr	\$130/hr			\$165/hr			
Swahili	\$0.10/word	\$105/hr	\$195/hr	\$105/hr			\$150/hr			
Nepali	\$0.10/word	\$105/hr	\$195/hr	\$105/hr			\$117/hr			
<b>EPIC Translation</b>										
Spanish	\$0.10/word min fee \$50		\$55/hr min fee \$55	\$63/hr min fee \$126 + mileage		\$63/hr min fee \$63		\$50/hr min fee \$50	After hours rates range from \$65 - \$84.50	
Portuguese	\$0.14/word min fee \$50		\$55/hr min fee \$55	\$65/hr min fee \$130 + mileage		\$65/hr min fee \$65		\$50/hr min fee \$50		
Arabic	\$0.15/word min fee \$50		\$55/hr min fee \$55	\$65/hr min fee \$130 + mileage		\$65/hr min fee \$65		\$50/hr min fee \$50		
Swahili	\$0.15/word min fee \$50		\$55/hr min fee \$55	\$65/hr min fee \$130 + mileage		\$65/hr min fee \$65		\$50/hr min fee \$50		
Nepali	\$0.15/word min fee \$50		\$55/hr min fee \$55	\$65/hr min fee \$130 + mileage		\$65/hr min fee \$65		\$50/hr min fee \$50		

All Others	\$0.15/word min fee \$50		\$55/hr min fee \$55	\$65/hr min fee \$130 + mileage		\$65/hr min fee \$65		\$50/hr min fee \$50			
<b>Inclusive Communication</b>											
General Content	\$0.16/word min fee \$80	\$115/hr min fee \$230	\$85/min min fee \$975	\$115/hr min fee \$230 Consecutive	\$125/hr min fee \$250 Simultaneous	\$105/hr min fee \$105 Consecutive	\$115/hr min fee \$115 Simultaneous	\$3.50/min min fee \$52.50			3rd Party Quality Assurance Translation Review \$0.12/word with min fee of \$60. Proofreading \$0.08/word with min fee of \$40
Specialized Content	\$0.20/word min fee \$100		\$85/min min fee \$1,275	\$165/hr min fee \$660 Legal / Court		\$155/hr min fee \$310 Legal / Court		\$32/min min fee \$480			
<b>LanguageLine Solutions</b>											
Tier 1	\$0.15/word min fee \$99							Individual Quote			
Tier 2	\$0.18/word min fee \$125							Individual Quote			
Tier 3	\$0.24/word min fee \$125							Individual Quote			
Tier 4	\$0.26/word min fee \$125							Individual Quote			
Tier 5	\$0.28/word min fee \$125							Individual Quote			
All other Languages	\$0.35/word min fee \$125							Individual Quote			
<b>Liberty Language Services</b>											
Spanish	\$0.16/word		\$100/hr	\$60/hr Consecutive	\$70/hr Simultaneous	\$1.05/min	\$1.10/min Specialized	\$10/min	\$0.81/min	\$0.96/min Specialized	Desktop Publishing \$50/hr Notarized Certificate \$5
Other Languages	\$0.20/word		\$300/hr	\$70/hr Consecutive	\$80/hr Simultaneous	\$1.35/min	\$1.35/min Specialized	\$14/min	\$0.85/min	\$1.20/min Specialized	
American Sign Language						\$2.00/min					
Linguistica International											
Spanish	\$0.17/word min fee \$25			\$60/hr min fee \$120		\$60/hr min fee \$120			\$0.47/min		Authentication \$25/hr Transcription \$50/hr Desktop Publishing \$25/hr
All other Languages	\$0.25/word min fee \$25			\$85/hr min fee \$130		\$80/hr min fee \$120			\$0.53/min		
American Sign Language				\$180/hr min fee \$360		\$120/hr min fee \$240					
Lionbridge											
Spanish									\$1.89/min		
Mandarin, Arabic, Portuguese, Russian, Vietnamese									\$1.89/min		
All Others									\$1.39/min		
<b>Proxim</b>											
Arabic	\$0.15/word min fee \$75					\$1.25/min			\$0.69/min		
Brail	\$5.00/page min fee \$75					\$1.25/min			\$0.69/min		
Burmese	\$0.24/word min fee \$75					\$1.25/min			\$0.69/min		
Chinese (Simplified, PRC)	\$0.16/word min fee \$75					\$1.25/min			\$0.69/min		
Chinese (Traditional, Taiwan)	\$0.18/word min fee \$75					\$1.25/min			\$0.69/min		
French (Canada)	\$0.26/word min fee \$75					\$1.25/min			\$0.69/min		
French (France)	\$0.25/word min fee \$75					\$1.25/min			\$0.69/min		
German	\$0.25/word min fee \$75					\$1.25/min			\$0.69/min		
Haitian (Creole)	\$0.27/word min fee \$75					\$1.25/min			\$0.69/min		
Hindi	\$0.15/word min fee \$75					\$1.25/min			\$0.69/min		
Hmong	\$0.22/word min fee \$75					\$1.25/min			\$0.69/min		
Italian	\$0.20/word min fee \$75					\$1.25/min			\$0.69/min		
Japanese	\$0.26/word min fee \$75					\$1.25/min			\$0.69/min		
Karen	\$0.27/word min fee \$75					\$1.25/min			\$0.69/min		
Korean	\$0.19/word min fee \$75					\$1.25/min			\$0.69/min		
Nepali	\$0.21/word min fee \$75					\$1.25/min			\$0.69/min		
Persian (Iran)	\$0.19/word min fee \$75					\$1.25/min			\$0.69/min		
Polish	\$0.18/word min fee \$75					\$1.25/min			\$0.69/min		
Portuguese (Brazil)	\$0.15/word min fee \$75					\$1.25/min			\$0.69/min		
Portuguese (Portugal)	\$0.17/word min fee \$75					\$1.25/min			\$0.69/min		
Russian	\$0.16/word min fee \$75					\$1.25/min			\$0.69/min		
Somali	\$0.22/word min fee \$75					\$1.25/min			\$0.69/min		
Spanish	\$0.12/word min fee \$75					\$0.69/min			\$0.48/minute		
Swahili	\$0.21/word min fee \$75					\$1.25/min			\$0.69/min		
Tagalog	\$0.24/word min fee \$75					\$1.25/min			\$0.69/min		
Ukrainian	\$0.17/word min fee \$75					\$1.25/min			\$0.69/min		
Vietnamese	\$0.15/word min fee \$75					\$1.25/min			\$0.69/min		
Any Language not listed	\$0.26/word min fee \$75					\$1.25/min			\$0.69/min		
Talka Translations											

No rates provided in RFP Response

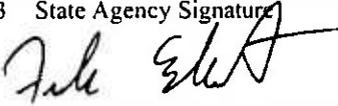
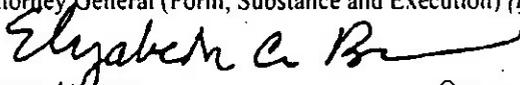
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name New Hampshire Department of Education (NHED)		1.2 State Agency Address 25 Hall Street Concord, NH 03301	
1.3 Contractor Name Baystate Interpreters, Inc.		1.4 Contractor Address 55 Lake Street Suite 300 Gardner, MA 01440-3876	
1.5 Contractor Phone Number 978.632.1662	1.6 Account Unit and Class See Exhibit C	1.7 Completion Date June 30, 2025	1.8 Price Limitation \$27,020
1.9 Contracting Officer for State Agency Janna Jobel, English Learner & Title III Education Consultant		1.10 State Agency Telephone Number 603.568-8813	
1.11 Contractor Signature  Date: 1/15/2025		1.12 Name and Title of Contractor Signatory Riley Brooks	
1.13 State Agency Signature  Date: 2/6/2025		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 <i>(if applicable)</i>  By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i>  By: Elizabeth A. Brown, Attorney On: 2/6/2025			
1.17 Approval by the Governor and Executive Council <i>(if applicable)</i>  G&C Item number: _____ G&C Meeting Date: _____			

**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, 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.

3.3 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. 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 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, 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 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. 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.

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 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

**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 and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. 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 age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. 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 this Agreement and all rules, regulations and orders pertaining to 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 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

## 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) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar 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.

## 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) calendar 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) calendar 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. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

## 10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, 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 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure 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 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, 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.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 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.** The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. 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 State's sovereign immunity, 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 any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. 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 any successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

**16. WAIVER OF BREACH.** A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

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

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

**19. CHOICE OF LAW AND FORUM.**

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. 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.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

**20. CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

**21. THIRD PARTIES.** This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

**22. 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.

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

**24. FURTHER ASSURANCES.** The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

**25. 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.

**26. 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.

**EXHIBIT A**  
**Special Provisions**

Additional Exhibits D-G

**Federal Certification 2 CFR 200.415**

Required certifications include: (a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

Subject to Governor and Council approval, authorizing NHED to include a renewal option on this contract for a one-year renewal, subject to the Contractor's acceptable performance and the identified ongoing need.

Renewal Option:            July 1, 2025, to June 30, 2026

**EXHIBIT B**  
**Scope of Services**

Baystate Interpreters, Inc., will provide translation, interpretation, and transcription, on an as needed basis, to the New Hampshire Department of Education (NHED) effective upon Governor & Council approval through June 30, 2025:

- Provide an assigned Implementation Manager who will:
  - Create and customize a Dashboard within the online vendor platform with account settings including language selection menu and intake questions for NHED
  - Distribute important collateral and training materials
  - Host live training sessions to demonstrate product features, discuss unique use cases, and answer questions
  - Provide updates on program performance
  - Reconfigure account settings in response to the NHED's needs
- Provide a Dedicated Client Success Manager who will:
  - Answer questions and respond to the NHED's requests
  - Provide ongoing training for NHED new employees and host refresher conference calls as needed
  - Discuss program performance
  - Demonstrate new product features
  - Oversee any custom reporting needs
- Provide services during normal business hours with some evening and weekend assignments as requested, with the ability to meet deadlines with less than 24 hours' notice
- Provide accurate, high-quality interpreters (employees and/or subcontractors) trained and certified according to professional and ethical standards
- Provide an online platform to simplify scheduling, notification, billing, and other administrative services through a central contact
- Access multiple document management platforms in order to provide exact duplicates of documents into target-languages
- Access multiple media platforms in order to convert and relay both audio and video files
- Provide document translation, from written word as well as video and audio file
- Provide a call in number for oral translation of the NHED website, available by appointment
- Provide on demand interpretation (both in-person and remote) through oral or sign language communication
- Provide translated transcription, producing a written, printed or typed copy of words that have been spoken
- Provide Voice-Over interpretation, orally interpreting and recording from audio or video file

**EXHIBIT C  
Method of Payment**

Requests for services will be made on the online platform provided by the vendor with the designated client success manager. All quotes will have an Accounting Unit contact designated to approve a quote prior to services rendered. Vendor will invoice monthly upon completion and satisfaction of the translation service rendered. Rates for each type of service are detailed below.

Service Rates Based on Tiered System

Tier	Language(s)
One	Spanish, Portuguese
Two	Albanian, Arabic, Armenian, Bosnian, Bulgarian, Cantonese, Cape Verdean, Dutch, French, Greek, Haitian Creole, Hindi, Hungarian, Italian, Khmer (Cambodian), Mandarin, Polish, Russian, Serbo-Croatian, Turkish, Ukrainian, Vietnamese
Three	Amharic, Balinese, Bengali, Burmese, Chinese, Czech, Ethiopian, German, Gujarati, Hebrew, Hmong, Indonesian, Japanese, Kikuyu, Kirundi, Korean, Krahn, Laotian, Liberian, Lithuanian, Nepali, Nigerian, Oromo, Pashto, Persian (Farsi), Punjabi, Romanian, Sinhala, Somalian, Sundanese, Swahili, Tagalog, Tamil, Telugu, Thai, Tibetan, Tigrinya, Taishanese, Twi, Urdu
Four	All other spoken languages

Service	Tier 1	Tier 2	Tier 3	Tier 4
In-person Consecutive Interpretation (Per Hour)	\$60.00	\$65.00	\$70.00	\$75.00
In-person Simultaneous Interpretation (Per Hour)	\$70.00	\$75.00	\$80.00	\$85.00
Virtual Remote Consecutive Interpretation (Per Minute)	\$0.95	\$1.10	\$1.10	\$1.10
Virtual Remote Simultaneous Interpretation (Per Minute)	\$1.10	\$1.20	\$1.20	\$1.20
Telephone Interpretation (Per Minute)	\$0.95	\$1.00	\$1.00	\$1.00
Voice-Over Interpretation (Per Hour)	\$165.00	\$185.00	\$195.00	\$195.00
Document Translation (Per Word)	\$0.08	\$0.10	\$0.11	\$0.12
Oral Translation (Per Minute)	\$1.25	\$1.25	\$1.25	\$1.25
Translated Transcription (Per word)	\$0.16	\$0.18	\$0.20	\$0.22
Sign Language Interpretation	Sign language rates on pages 6&7			

*\*Additional fees, minimums, and expedited serves as outlined in Additional Service Terms section.*

**EXHIBIT C CONTINUED**  
**Additional Service Terms**

Service	Rules & Fees
<p align="center"><b>Onsite Interpretation</b></p>	<p><b>Minimum Duration:</b> 2-hour minimum for consecutive requests and 3-hour minimum for simultaneous requests.</p> <p><b>Priority Coverage:</b> Requests received with less than 24 hours' notice will incur an additional \$10.00 per hour fee.</p> <p><b>Cancellation Policy:</b> Appointments must be canceled at least 24 hours in advance to avoid fees. Cancellations must occur during business hours (M-F 8 am-5 pm) to avoid full appointment fees. Cancellations within 24 hours will be charged the full appointment fee.</p> <p><b>Mileage:</b> Interpreter travel mileage greater than 20 miles round trip will be billed at the current federal mileage rate.</p>
<p align="center"><b>Telephone Interpretation</b></p>	<p><b>Minimum Duration:</b> Meetings/appointments under 15 minutes will be charged for 15 minutes.</p>
<p align="center"><b>Virtual Interpretation</b></p>	<p><b>Minimum Duration:</b> 1 hour <b>Cancellation Policy:</b> Appointments must be canceled at least 24 hours in advance to avoid fees. Cancellations must occur during business hours (M-F 8 am-5 pm) to avoid full appointment fees. Cancellations within 24 hours will be charged the full appointment fee.</p>
<p align="center"><b>Document Translations</b></p>	<p><b>Minimum Fee:</b> No minimum translation fee</p> <p><b>Notarization Fee:</b> \$25.00 per document.</p> <p><b>Expedited Service:</b> Additional \$0.01 per word.</p> <p><b>Cancellation Policy:</b> If the client cancels after the translations have started, the client will pay for the work completed up to the point of cancellation.</p>

**EXHIBIT C CONTINUED**  
**Additional Service Terms Continued**

Service	Rules & Fees
<p align="center"><b>Voice-Over Interpretation</b></p>	<p><b>Minimum Duration:</b> 1-hour minimum. <b>Priority Coverage:</b> Requests received with less than 48 hours' notice will incur an additional \$15.00 per hour fee.</p> <p><b>Cancellation Policy:</b> Appointments must be canceled at least 48 hours in advance to avoid fees. Cancellations within 48 hours will be charged the full session fee.</p>
<p align="center"><b>Oral Translation</b></p>	<p><b>Minimum Duration:</b> 30 minute minimum.</p> <p><b>Expedited Service:</b> Additional \$0.25 per min.</p> <p><b>Cancellation Policy:</b> Cancellations made less than 24 hours before the start of service will be charged for the full duration scheduled.</p>
<p align="center"><b>Translated Transcription</b></p>	<p><b>Minimum Fee:</b> A minimum transcription fee of \$50.00 applies to all projects.</p> <p><b>Expedited Service:</b> Additional \$0.01 per word.</p> <p><b>Cancellation Policy:</b> If canceled after work has begun, clients will pay for the completed portion of transcription and translation.</p>

**EXHIBIT C CONTINUED**  
**ASL Onsite Interpretation Rates**

Baystate Interpreters require a 1-hour minimum scheduling fee and has a separate ASL cancellation policy noted below.

Onsite Sign Language Interpreting (Base Rate)	\$175.00/hour
Onsite Interpreting Minimum	1 hour
Onsite Interpreting After-Hours Rates	Base rate + \$40/hour After hours: 6:00 p.m. – 8:00 a.m.
Federal Holiday Rate for Scheduled Services	1.5x total per-hour rate
Specialized Scheduled Service *	Additional \$65/hour
Priority Fee (within 2 business day)	Additional \$65/hour
Usage/Extended Time	Tracked and billed in 15-minute intervals at the hourly rate per interpreting interaction
Cancellation (within 2 business day)	Scheduled time invoiced in full
No Show (15 minutes after scheduled start)	Scheduled time invoiced in full
Onsite Interpreting Travel**	Invoiced at current federal mileage rate
Events/Conferences	Requires a minimum of two interpreters
<p>* <b>Specialized interpreting</b> includes, but is not limited to the following topics, settings, interactions, or requirements: Legal, Tactile Interpreting, Certified Deaf Interpreting, Trilingual, Mental Health, Customer/Consumer demands or regulatory requirements for unique certifications or qualifications, high visibility service provision (e.g. livestreaming to public). Specialized interpreting rates and fees are charged per interpreter.</p>	
<p>**<b>Interpreter Travel:</b> Baystate Interpreters strives to secure an interpreter for every request. Interpreters may be required to travel significant distances, endure heavily trafficked areas, or encounter other significant travel delays to ensure that services are provided for each request. When an interpreter travels more than 1 hour one-way or 2 hours round-trip, actual travel time is billed at the respective hourly rate in addition to other applicable reimbursements (mileage, parking, tolls, and public transportation).</p>	

**Please Note:** Service cancellations or changes can only be made Monday-Friday during regular business hours. Any changes requested after hours, weekends or holidays will be processed on the following business day.

**EXHIBIT C CONTINUED**  
**ASL Virtual Interpretation Rates**

Baystate Interpreters require a **1-hour minimum scheduling fee** and has a separate **ASL cancellation policy** noted below.

Virtual Sign Language Interpreting (Base Rate)	\$195.00/hour
Virtual Interpreting Minimum	1 hour
Virtual Interpreting After-Hours Rates	Base rate + \$40/hour After hours: 6:00 p.m. – 8:00 a.m.
Federal Holiday Rate for Scheduled Services	1.5x total per-hour rate
Specialized Scheduled Service *	Additional \$65/hour
Priority Fee (within 2 business days)	Additional \$65/hour
Usage/Extended Time	Tracked and billed in 15-minute intervals at the hourly rate per interpreting interaction
Cancellation (within 1 business day)	Scheduled time invoiced in full
No Show (15 minutes after scheduled start)	Scheduled time invoiced in full
Events/Conferences	Require a minimum of two interpreters
<p>* <b>Specialized interpreting</b> includes, but is not limited to the following topics, settings, interactions, or requirements: Legal, Tactile Interpreting, Certified Deaf Interpreting, Trilingual, Mental Health, Customer/Consumer demands or regulatory requirements for unique certifications or qualifications, high visibility service provision (e.g.: livestreaming to public). Specialized interpreting rates and fees are charged per interpreter.</p>	

**Please Note:** Service cancellations or changes can only be made Monday-Friday during regular business hours. Any changes requested after hours, weekends or holidays will be processed on the following business day.

**EXHIBIT C CONTINUED**

**Limitations on Price:** Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, if needed and justified, but in no case shall the total budget exceed the price limitation of \$27,020. To be binding on the state, such adjustments of budget line items, must be memorialized in writing, executed by the Contracting Officer and approved by the Commissioner.

**Funding Source:** Funds to support this request are available in the following accounts for Fiscal Year 2025, with the authority to adjust budget line items within the price limitation through the Budget Office if needed and justified.

**06-56-56-562010-25160000 TITLE III ENGLISH LEARNERS**

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$1,000
Subtotal			\$1,000

**06-56-56-562010-25030000 INSTRUCTIONAL SUPPORT**

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$1,000
Subtotal			\$1,000

**06-56-56-567010-30590000 FEDERAL ACCOUNTABILITY**

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$10,000
Subtotal			\$10,000

**06-56-56-562010-25040000 IDEA – SPECIAL EDUCATION**

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$3,000
Subtotal			\$3,000

**06-56-56-562010-64010000 LEARNER SUPPORT**

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$3,000
Subtotal			\$3,000

**06-56-56-562010-21710000 WELLNESS FUND**

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$2,500
Subtotal			\$2,500

**06-56-56-562010-40260000 CAREER AND TECHNICAL EDUCATION (CTE) PERKINS**

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$6,020
Subtotal			\$6,020

**EXHIBIT C CONTINUED**

06-56-56-562010-40370000 ADULT EDUCATION

Fiscal Year	Class/Account	Class Title	Total Amount
2025	102-500731	Contracts for Program Service	\$500
		Subtotal	\$500
		Total	\$27,020

**Method of Payment:** Payment is to be made monthly based on 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. A final invoice is due within 30 days of the end of this contract. Invoices and reports shall be submitted electronically to:

Janna Jobel  
English Learner and Title III Educational Consultant  
Janna.M.Jobel@doe.nh.gov

## 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.

*Revised June 2022*

Contractor Initials RB  
Date 1/15/2025

## 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 NHED. The certification or explanation shall be considered in connection with the NHED's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the NHED 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.

*Revised June 2022*

Contractor Initials RB  
Date 1/15/2025

## 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

<https://www.gsa.gov/forms-library/disclosure-lobbying-activities>

- 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 NHED 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.

Revised June 2022

Contractor Initials RB  
Date 1/15/2025

## 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 NHED.

Any discovery or invention that arises during the course of the contract shall be reported to the NHED. 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 NHED 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 NHED and its partners, must remain the exclusive property of the NHED.

Confidential information means all data and information related to the business and operation of the NHED, 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 NHED, financial information, partner information (including the identity of NHED partners), Contractor and supplier information, (including the identity of NHED 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 NHED 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 NHED or subcontracted with the Contractor.

#### Ownership of Intellectual Property

The NHED shall retain ownership of all source data and other intellectual property of the NHED provided to the Contractor in order to complete the services of this agreement. As well the NHED 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 NHED.

*Revised June 2022*

Contractor Initials **RB**  
Date 11/15/2025

Certificate of Authority # 1

(Corporation, Non-Profit Corporation)

**Corporate Resolution**

I, Derrin Brooks, hereby certify that I am duly elected Clerk/Secretary/Officer of  
(Name)  
Baystate Interpreters hereby certify the following is a true copy of a vote taken at  
(Name of Corporation)

a meeting of the Board of Directors/shareholders, duly called and held on Jan. 6, 2023  
at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That Riley Brooks (may list more than one person) is  
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

Baystate Interpreters with the State of New Hampshire and any of  
(Name of Corporation)

its agencies or departments and further is authorized to execute any documents  
which may in his/her judgment be desirable or necessary to effect the purpose of  
this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force  
and effect as of the date of the contract to which this certificate is attached. This authority  
**remains valid for thirty (30) days** from the date of this Corporate Resolution. I further certify  
that it is understood that the State of New Hampshire will rely on this certificate as evidence that  
the person(s) listed above currently occupy the position(s) indicated and that they have full  
authority to bind the corporation. To the extent that there are any limits on the authority of any  
listed individual to bind the corporation in contracts with the State of New Hampshire, all such  
limitations are expressly stated herein.

DATED: 12/19/2024

ATTEST: Derrin Brooks President  
(Name & Title)  


# State of New Hampshire

## Department of State

### CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that BAYSTATE INTERPRETERS, INC. is a Massachusetts Profit Corporation registered to transact business in New Hampshire on March 08, 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: 740014

Certificate Number: 0006822900



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 23rd day of December A.D. 2024.

A handwritten signature in black ink, appearing to read "D. Scanlan", is written over a faint circular stamp.

David M. Scanlan  
Secretary of State



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/08/2025

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).

<b>PRODUCER</b> HAYS COMPANIES INC/PHS 42620333 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	<b>CONTACT NAME:</b> PHONE (866) 467-8730 (A/C, No, Ext):		FAX (A/C, No):
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Baystate interpreters Inc 55 LAKE ST STE 300 GARDNER MA 01440-3876		<b>INSURER A:</b> Hartford Fire Insurance Company	<b>NAIC#</b> 19682
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			██████████	01/01/2025	01/01/2026	EACH OCCURRENCE	\$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$4,000,000
							PRODUCTS - COMP/OP AGG	\$4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			██████████	01/01/2025	01/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED:      RETENTION \$						EACH OCCURRENCE	
							AGGREGATE	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	
							E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	EMPLOYMENT PRACTICES LIABILITY			██████████	01/01/2025	01/01/2026	Each Claim Limit	\$5,000
							Aggregate Limit	\$5,000

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.

<b>CERTIFICATE HOLDER</b> New Hampshire Department of Education 25 HALL ST CONCORD NH 03301	<b>CANCELLATION</b> 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 <i>Susan S. Castaneda</i>
--	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

