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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF ECONOMIC STABILITY

Lori A. Weaver
Commissioner

Karen E. Hebert
Director

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9474 1-800-852-3345 Ext. 9474
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

August 15, 2025

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic Stability, to enter into a **Sole Source** amendment to an existing contract with Pyramid Model Consortium (VC# 274159-B001), Missoula, MT, to expand services, including professional development services and a statewide streamlined coaching system provided to professionals in early childhood care and education settings, by increasing the price limitation, by \$1,446,566 from \$2,408,722 to \$3,855,288 with no change to the contract completion date of June 30, 2028, effective upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on May 18, 2022, item #26, amended on November 2, 2022, item #13, and most recently amended on April 10, 2024, item #14.

Funds are available in the following accounts for State Fiscal Year 2026, and 2027 and are anticipated to be available in State Fiscal Years 2028, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2023	102-500731	Contracts for Prog Svc	42117801	\$401,493	\$0	\$401,493
2024	102-500731	Contracts for Prog Svc	42117801	\$401,493	\$0	\$401,493
2025	074-500589	Welfare Assistance	42117801	\$401,434	\$0	\$401,434

2026	074-500589	Welfare Assistance	42117801	\$401,434	(\$401,434)	\$0
2027	074-500589	Welfare Assistance	42117801	\$401,434	(\$401,434)	\$0
2028	074-500589	Welfare Assistance	42117801	\$401,434	(\$401,434)	\$0
			Subtotal	\$2,408,722	(\$1,204,302)	\$1,204,420

05-95-45-451110-23360000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT, HHS: DIV ECONOMIC STABILITY, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2026	102-500731	Contracts for Program Services	TBD	\$0	\$848,000	\$848,000
2027	102-500731	Contracts for Program Services	TBD	\$0	\$901,434	\$901,434
2028	102-500731	Contracts for Program Services	TBD	\$0	\$901,434	\$901,434
			Subtotal	\$0	\$2,650,868	\$2,650,868
			TOTAL	\$2,408,722	\$1,446,566	\$3,855,288

EXPLANATION

The purpose of this request is to amend the contract to expand the Contractor's services, to include additional professional development services and a statewide streamlined coaching system that was previously provided by a separate vendor whose contract ended in June 2025. Compiling services that can be delivered by a single contractor will result in a simplified system for child care providers to navigate, as well as reduce vendor administrative costs. This request is **Sole Source** because this current contract was originally competitively bid, and the services and price limitation are being expanded with the amendment. The Contractor has been successfully providing professional development training, education and credential attainment services to child care providers enrolled in the Department's Quality Rating and Improvement System (QRIS) in a contract previously approved by Governor and Council with a completion date of June 2028. These services enable providers to improve the quality of their services to children and families.

The Contractor will provide expanded statewide professional development services to 1) support the successful inclusion of young children with special needs, six (6) weeks through five (5) years of age and 2) to promote social emotional development for all young children in child care and/or other early childhood settings by utilizing the evidence-based Pyramid Model framework.

The Pyramid Model framework helps early childhood professionals build skills for supporting nurturing and responsive caregiving, create learning environments, provide targeted social-emotional skills, and support children with challenging behavior. The Contractor is qualified in utilizing this model framework and will provide consultation to New Hampshire early childhood professionals to address children's challenging behavior and prevent expulsion and suspension. Expanded professional development services include:

- Increasing the expert-level coaching for child care programs participating in Granite Steps for Quality, New Hampshire's Quality Recognition and Improvement System.
- Providing an increase and expansion of coaching topics to be more globally focused on aspects of child care quality, including but not limited to health and safety practices, business practices, developmentally appropriate guidance and discipline, early childhood curriculum development, early care and education environments, and child assessment.
- Enabling child care professionals access to e-module training that support the ongoing professional development requirements for those professionals working in Granite Steps for Quality awarded programs.
- Providing administrative support to the Department for the Quality Recognition and Improvement System revision, development and implementation.

Granite Steps for Quality is New Hampshire's Quality Recognition and Improvement System that recognizes program quality and intends to support programs through continuous quality improvement efforts. Granite Steps for Quality is designed to assess, improve, and communicate the level of quality in a program.

Approximately 3,600 teachers and 450 child care programs statewide will be served by this contract.

The Department will continue to monitor contracted services through:

- Review of financial supporting documentation required with invoices.
- Review of quarterly and annual reports to determine the extent to which the Contractor is progressing satisfactorily toward the desired results for teachers/staff, programs and children.
- Regular meetings with the Contractor.

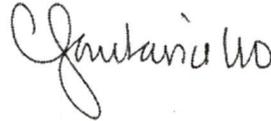
Should the Governor and Council not authorize this request, additional child care and early childhood professionals may not receive the professional development services necessary to increase the inclusion of children with special needs and decrease expulsion of children with unmet behavioral health needs. Additionally, child care programs will not have access to services and resources through Granite Steps for Quality, the Department's Quality Recognition and Improvement System to meet certain quality standards and benchmarks. This would result in a loss of necessary support for teachers, financial loss to programs, and lower quality care for children and families.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number #93.575, FAIN #2501NHCCDD.

The Department has determined that the Contractor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract. Documents supporting these assertions are available at the agency, for review upon request. The Contractor is also a non-profit organization, and the Department has also confirmed the Contractor is registered and in good standing with the Department of Justice's Charitable Division.

Respectfully submitted,



For

Lori A. Weaver
Commissioner

**State of New Hampshire
Department of Health and Human Services
Amendment #3**

This Amendment to the Professional Development Services Inclusive Practices and Social Emotional Development in Early Childhood Care and Education contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Pyramid Model Consortium ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 18, 2022 (Item #26), as amended on November 2, 2022 (Item #13), and as amended on April 10, 2024 (Item #14), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.8., Price Limitation, to read:
\$3,855,288.
2. Modify Exhibit A - Revisions to Standard Provisions, by adding Subsection 1.4., to read:
 - 1.4 Paragraph 6, Subparagraph 6.1., Compliance by Contractor with Laws and Regulations/Equal Employment Opportunity, is amended as follows:
 - 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, RSA 151:21 Patients' Bill of Rights, 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.
3. Modify Exhibit B, Scope of Services, by replacing it in its entirety with Exhibit B – Amendment #3, Scope of Services, which is attached hereto and incorporated by reference herein.
4. Modify Exhibit C, Payment Terms; Section 1.1, to read:
 - 1.1. 100% Federal Funds, from the Child Care Development Fund Program, as awarded on October 16, 2020, by the US Department of Health and Human Services, Administration for Children & Families, Child Care Development Block Grant, ALN 93.575, FAIN 2101NHCCDF, and as awarded on November 11, 2021, ALN 93.575, FAIN 2201NHCCDF, as awarded on October 28, 2022, ALN 93.575, FAIN 2301NHCCDD, and as awarded on October 16, 2024, ALN 93.575, FAIN 2501NHCCDD.
5. Modify Exhibit C, Payment Terms; Section 2., to read:
 2. For the purposes of this Agreement the Department has identified:
 - 2.1. The Contractor as a Contractor, based on criteria specified in 2 CFR 200.331.
 - 2.2. The Agreement as NON-R&D, in accordance with 2 CFR 200.332.
 - 2.3. The Indirect Cost Rate for this Agreement in the attached Budget Sheet(s).

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6. Modify Exhibit C-5, Budget Sheet – Amendment #2, by replacing it in its entirety with Exhibit C-5, Budget Sheet – Amendment #3, which is attached hereto and incorporated by reference herein.
7. Modify Exhibit C-6, Budget Sheet – Amendment #2, by replacing it in its entirety with Exhibit C-6, Budget Sheet – Amendment #3, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

8/8/2025

Date

DocuSigned by:



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Name: Karen Hebert

Title: Division Director

Pyramid Model Consortium

8/7/2025

Date

Signed by:



28A4CE435E1346D...

Name: Rob Corso

Title: Executive Director

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

8/11/2025

Date

DocuSigned by:
Robyn Guarino

748734844941460

Name: Robyn Guarino

Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

**New Hampshire Department of Health and Human Services
Professional Development Services for Inclusive Practices and Social Emotional
Development in Early Childhood Care and Education
EXHIBIT B**

Scope of Services

- 1.1. The Contractor must continue to provide, and increase access, to statewide professional development services to New Hampshire-based child care providers. Professional development services must include, but are not limited to:
 - 1.1.1. Providing online access to Pyramid Model e-modules and LearnERS e-modules to childcare providers as directed by the Department. LearnERS is an online professional development and quality-improvement tool based on the Environment Rating Scales.
 - 1.1.2. Consultation services to support the inclusion of young children with special needs and/or challenging behavior in accordance with the Department's published standards.
 - 1.1.3. Supporting childcare providers' voluntary participation in the Department's Quality Recognition and Improvement System, known as Granite Steps for Quality (GSQ), including, but not limited to onboarding and continuous quality improvement and advancement in the GSQ system.
 - 1.1.4. Supporting the statewide integration of the Pyramid Model infrastructure with childcare, Head Start, early supports and services, home visiting and public schools.
- 1.2. The Contractor must provide the following consultant positions to support the provision of services in this Agreement including, but not limited to:
 - 1.2.1. Child care consultants. A child care consultant is an individual who supports child care professionals in their efforts to successfully include all children in their classroom by teaching and/or suggesting strategies to support children whose behaviors challenge the adults working with them.
 - 1.2.2. Program and/or practice-based consultant coaches. A coach is an individual who works directly with the child care program and its staff to promote program-wide implementation of high-quality, evidence-based practices; support the creation and achievement of professional development plans and Continuous Quality Improvement plans; and develop sustainability infrastructure.
 - 1.2.3. Environment Rating Scales Assessors. An Environmental Rating Scales Assessor is an individual who assesses the quality of care for center-based programs serving children ages 3-5.

Initial
RC

**New Hampshire Department of Health and Human Services
Professional Development Services for Inclusive Practices and Social Emotional
Development in Early Childhood Care and Education
EXHIBIT B**

- 1.2.4. Professional Development Specialists or Trainers. A Specialist or Trainer is an individual with proven expertise in the required content area, understanding of adult learning principles, and experience delivering content to early childhood professionals and paraprofessionals.
- 1.2.5. Additional consultants, as required and approved by the Department.
- 1.3. Professional Development Services
 - 1.3.1. The Contractor must provide statewide professional development services utilizing the evidence-based Pyramid Model to support social emotional competence in infants and young children, including children with special needs and challenging behavior. Consultation services must be available on-site and/or in-person, via telephone and/or online through video conferencing.
 - 1.3.2. The Contractor must improve knowledge and skills of child care and/or other early childhood program directors and staff by providing professional development activities that are specific to the providers' needs, evidence-based, and consistent with Adult Learning Theory, which include, but are not limited to:
 - 1.3.2.1. Needs-assessments.
 - 1.3.2.2. Providing coaching and/or trainings to child care programs and providers, including GSQ readiness series.
 - 1.3.3. The Contractor must work collaboratively with the Department to engage programs and providers in continuous quality improvement (CQI) activities and to have equitable access to high quality professional development services.
 - 1.3.4. The Contractor must ensure that consultations and/or other professional development activities address the individual needs of each child, as determined by consultation intake interview(s), Individual Family Service Plan, and observations, and utilize developmentally appropriate and evidence-based practices.
 - 1.3.5. The Contractor must facilitate and participate in statewide committees approved by the Department, that promote and increase awareness of services, as applicable, including but not limited to the Pyramid Model State Leadership Team and the Granite Steps for Quality Advisory Committee.
 - 1.3.6. The Contractor must ensure all professionals providing services under this Agreement have appropriate working knowledge of child care and/or other early childhood programs to ensure that recommendations



**New Hampshire Department of Health and Human Services
Professional Development Services for Inclusive Practices and Social Emotional
Development in Early Childhood Care and Education
EXHIBIT B**

and plans that are developed during professional development activities are:

- 1.3.6.1. Successful in the classroom and program.
- 1.3.6.2. In compliance with all applicable federal and state laws, rules, funding requirements and programs, including but not limited to:
 - 1.3.6.2.1. Child Care and Development Block Grant.
 - 1.3.6.2.2. Head Start and Early Head Start.
 - 1.3.6.2.3. Child Care Licensing Rule (He-C 4002).

1.3.7. The Contractor must ensure the consultants providing services to programs have participated in Trauma-Informed Early Childhood Services training.

1.3.8. The Contractor must ensure consultants providing services to child care programs have the Department's appropriate credential, Professional Development Specialist Consultant, Coach, or Trainer endorsements within six (6 months) of beginning work.

1.4. Consultation Services

1.4.1. The Contractor must provide consultation services for the prevention of expulsion and suspension of young children with special needs and/or challenging behavior in New Hampshire child care and/or other early childhood programs that contact the Contractor and meet the Department's eligibility criteria for services. Consultation services include, but are not limited to:

- 1.4.1.1. On-site and in-person, online, and telephone consultations.
- 1.4.1.2. Needs-assessments.
- 1.4.1.3. Referrals to professional development opportunities to advance knowledge and skills, including credentials, GSQ, Teacher Education and Compensation Helps (T.E.A.C.H.), the Department of Labor early childhood apprenticeship program, and other Department initiatives.

1.4.2. The Contractor must ensure telephone and/or on-site consultations include the child's family, child care directors, and teachers, as appropriate.

1.4.3. The Contractor must ensure the consultations align with the support currently provided to the child.

Initial


**New Hampshire Department of Health and Human Services
Professional Development Services for Inclusive Practices and Social Emotional
Development in Early Childhood Care and Education
EXHIBIT B**

- 1.4.4. The Contractor must ensure services are in compliance with the Department's published standards for Prevention of Expulsion and Suspension.
- 1.4.5. The Contractor must engage child care and/or other early childhood program directors, child care teachers and community partners to increase the knowledge and skills required to teach children with special needs and challenging behaviors.
- 1.4.6. The Contractor must ensure consultants practice cultural competence with program teachers and directors, young children, their families, and community partners.
- 1.4.7. The Contractor must promote collaboration, information sharing, and support specifically inclusive child care among early childhood leaders, statewide.
- 1.4.8. The Contractor must utilize the Department's designated data systems to record the professional development activities provided to child care and/or other early childhood program providers.
- 1.4.9. The Contractor must contact the child care and/or other early childhood programs and providers no later than ninety (90) days after completion of services to assess the need for any additional follow-up activities.
- 1.4.10. Pursuant to the General Provisions of this Agreement (Form P-37), Paragraph 12, as modified by Exhibit A of this Agreement, Contractor is required to enter into written agreements with all subcontracted consultants to ensure compliance with this Agreement. The Contractor must provide copies of subcontracts to the Department upon request.
- 1.5. Granite Steps for Quality (GSQ) System Provisions
 - 1.5.1. The Contractor must support child care/early childhood programs awarded in GSQ. Such support shall include: Organization, enrollment, and facilitation of "Readiness Series" for Step 1 awarded GSQ programs.
 - 1.5.2. The Contractor must provide program coaching and practice-based coaching appropriate to the unique needs of each child care program, including but not limited to business practices, development of internal policies and procedures, in-the-moment coaching and consultation, and Continuous Quality Improvement (CQI) efforts.
 - 1.5.3. The Contractor must collaborate with the Department and its contractors and partners to provide services that will support the Department's GSQ implementation and related efforts.

**New Hampshire Department of Health and Human Services
Professional Development Services for Inclusive Practices and Social Emotional
Development in Early Childhood Care and Education
EXHIBIT B**

- 1.5.4. The Contractor must provide program and practice-based coaching appropriate to the needs of each individual program according to GSQ Step, program size, and other considerations as determined collaboratively by the Department, Contractor, and program.
- 1.5.5. The Contractor must provide technical assistance and/or program coaching in best child care practices and meeting quality standards for GSQ, including, but not limited to:
 - 1.5.5.1. Child care staff onboarding procedures.
 - 1.5.5.2. Development of policies and procedures for staff or families.
 - 1.5.5.3. Development of mission and vision statements or statements of philosophy.
 - 1.5.5.4. Child supervision.
 - 1.5.5.5. Health and safety.
 - 1.5.5.6. Child guidance and discipline.
 - 1.5.5.7. Curriculum development.
 - 1.5.5.8. Child Care environments.
 - 1.5.5.9. Child screening and assessment.
 - 1.5.5.10. Professional Development activities as outlined in section 1,
 - 1.5.5.11. Oversight and assignment of Environment Rating Scales (ERS) Anchors and Assessors as requested by the Department.
- 1.5.6. The Contractor must provide bi-monthly Professional Learning Communities for GSQ coaches GSQ consultant coaches.
- 1.5.7. The Contractor must recruit, train, and provide support to new GSQ consultants (coaches and assessors) as needed and/or request by the Department.
- 1.5.8. The Contractor must, in collaboration with the Department, communicate with child care and/or other early childhood programs and providers to evaluate the effectiveness of coaching and consultation services, as directed by the Department and in conjunction with contracted reporting requirements.
- 1.5.9. The Contractor must work with the Department to enhance and expand GSQ including, but not limited to:
 - 1.5.9.1. Addition of standards and/or endorsements approved by the Department.

Initial


**New Hampshire Department of Health and Human Services
Professional Development Services for Inclusive Practices and Social Emotional
Development in Early Childhood Care and Education
EXHIBIT B**

- 1.5.9.2. Creation of GSQ documents approved by the Department, such as written policies, standard operating procedures, and supplemental/additional materials as necessary.
 - 1.5.9.3. Plan for supporting current programs to adopt updated criteria.
 - 1.5.9.4. Recommendations and plans for future support of the following GSQ program types: Out-of-School Time, NAEYC Accredited, and Head Start.
 - 1.5.9.5. Standardizing GSQ systems and processes.
 - 1.5.9.6. Revisions, improvements, streamlining and potential merging of the quality pathway methods
 - 1.5.9.7. Utilizing and training consultant coaches with specialized coaching areas which support GSQ updates as requested by the Department.
- 1.6. The Contractor must work cooperatively with the Department to continue development and integration of the Pyramid Model State infrastructure, which must include collaboration on topics and projects including, but not limited to:
- 1.6.1. New Hampshire's Pyramid Model State Leadership Team.
 - 1.6.2. NH Connections Information System.
 - 1.6.3. Pyramid Information Data System (PIDS), including, but not limited to:
 - 1.6.3.1. Pyramid Model Implementation Data System annual license fee; and
 - 1.6.3.2. Training for consultant coaches.
- 1.7. The Contractor must promote the awareness of the geographic locations served, modalities utilized, and professional development activities available to child care and/or other early childhood programs via communications, including but not limited to written and electronic mediums and social media platforms.
- 1.8. The Contractor must ensure that activities and communication materials, as well as the frequency of their utilization, are reviewed and approved by the Department.
- 1.9. The Contractor must maintain awareness and knowledge of and collaborate as directed by the Department, with the Department stakeholders, contracted vendors, and relevant councils and groups in order to promote each other's services and increase awareness of services, initiatives, and opportunities.
- 1.10. The Contractor must ensure all licensed and license-exempt child care programs enrolled to accept families receiving the New Hampshire Child Care

**New Hampshire Department of Health and Human Services
Professional Development Services for Inclusive Practices and Social Emotional
Development in Early Childhood Care and Education
EXHIBIT B**

- and Development Fund subsidy (aka the Child Care Scholarship) receive information regarding services.
- 1.11. The Contractor must collaborate with statewide programs and organizations, including the Division for Children, Youth and Families, to ensure information regarding services is available to child care and/or other early childhood program providers.
 - 1.12. The Contractor must meet with the Department on a monthly basis, or as otherwise requested, by phone, in-person, or online, to discuss progress, lessons learned, challenges encountered, and the need to modify the Scope of Services, if any, in response to environmental conditions.
 - 1.13. The Contractor must submit a performance review report to the Department at the end of each state fiscal year. The Contractor shall ensure the report is submitted no later than the 15th of the month following the end of each state fiscal year.
 - 1.14. The Contractor must facilitate file reviews conducted by the Department as requested by the Department.
 - 1.15. Reporting
 - 1.15.1. The Contractor must provide quarterly reports to the Department within ten (10) days following the close of each reporting period that include, but are not limited to:
 - 1.15.1.1. The number of children with special needs and challenging behaviors enrolled in child care and/or other early childhood programs whose teachers and directors receive professional development services and subsequently participate in all aspects of early learning and development as appropriate.
 - 1.15.1.2. The retention rate at 90 and 180 days post-consultation services of children with special needs and /or challenging behavior who continue receiving services in their current programs.
 - 1.15.1.3. Aggregated professional development specialists' and/or teachers' observations and reports.
 - 1.15.1.4. Aggregated results of family surveys, if applicable.
 - 1.15.2. The Contractor must ensure reports are submitted electronically to the Department.
 - 1.15.3. The Contractor must provide professional development activities data, to be collected through the Department's designated data

Initial
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**New Hampshire Department of Health and Human Services
Professional Development Services for Inclusive Practices and Social Emotional
Development in Early Childhood Care and Education
EXHIBIT B**

system, which will serve to satisfy Federal Reporting Requirements regarding inclusion, including but not limited to:

- 1.15.3.1. Evidence of progress and results of Pyramid Model statewide coordination.
- 1.15.3.2. Results of the Pyramid Model statewide infrastructure development progress, including but not limited to:
 - 1.15.3.2.1. Data collection and application to improve practices.
 - 1.15.3.2.2. Professional development system.
 - 1.15.3.2.3. Communication and/or public awareness and outreach.
- 1.15.3.3. The Contractor's data, which may include, but is not limited to:
 - 1.15.3.3.1. Meeting records.
 - 1.15.3.3.2. Social media.
 - 1.15.3.3.3. Reports and/or infographics.
 - 1.15.3.3.4. Data summaries.
 - 1.15.3.3.5. Analysis.
- 1.15.3.4. Financial reports.
 - 1.15.3.4.1. Detailing the allocation of consultant(s) time and efforts required in this Agreement.
 - 1.15.3.4.2. Detailing professional development activity logs and reports.
- 1.15.4. The Contractor must provide monthly quantitative data on forms provided by the Department, which are due the 15th of the month following the end of each month.
- 1.15.5. The Contractor may be required to provide other key data and metrics to the Department in a format specified by the Department.
- 1.16. Performance Measures
 - 1.16.1. The Contractor must meet or exceed performance measures that include, but are not limited to:
 - 1.16.1.1. In programs participating in consultation for children with special needs and/or challenging behavior:

**New Hampshire Department of Health and Human Services
Professional Development Services for Inclusive Practices and Social Emotional
Development in Early Childhood Care and Education
EXHIBIT B**

- 1.16.1.1.1. 80% of providers demonstrate or self-report an increase in skills, knowledge and/or capacity to implement evidence-based inclusive practices as a result of consultation as measured by follow-up calls and/or post-consultation surveys.
- 1.16.1.1.2. Programs are supported in the development and implementation of family-and-child-friendly suspension and expulsion policies, with 100% of programs being offered the opportunity for guided policy creation/revision and reporting on which/how many programs engage in that guided work with a coach or consultant.
- 1.16.1.2. In programs participating in professional development activities related to GSQ:
 - 1.16.1.2.1. 85% of providers demonstrate or self-report an increase in skills, knowledge and/or capacity to implement the target practices.
 - 1.16.1.2.2. 75% of programs receive at least one coaching session each month, for a minimum of 9 out of 12 months, with at least 1/3 of all coaching sessions occurring in person at the program
 - 1.16.1.2.3. 85% of programs in Steps 2 or higher hold leadership teams a minimum of 10 times annually as evidenced by meeting notes submitted by the program during evaluation and application periods.
 - 1.16.1.2.4. 85% of GSQ programs receiving Pyramid Model tools and/or Environment Rating Scales earn and report increased scores upon reassessment.

2. Exhibits Incorporated

- 2.1. The Contractor must use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.

**New Hampshire Department of Health and Human Services
Professional Development Services for Inclusive Practices and Social Emotional
Development in Early Childhood Care and Education
EXHIBIT B**

- 2.2. The Contractor must manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.
- 2.3. The Contractor must comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

3. Additional Terms

3.1 Impacts Resulting from Court Orders or Legislative Changes

- 3.1.6 The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

3.2 Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services

- 3.2.6 The Contractor shall submit, within ten (10) days of the Agreement Effective Date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.

3.3 Credits and Copyright Ownership

- 3.3.6 All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Agreement shall include the following statement, "The preparation of this (report, document etc.) was financed under an Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."
- 3.3.7 All materials produced or purchased under the Agreement shall have prior approval from the Department before printing, production, distribution or use.
- 3.3.8 The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

- 3.3.8.1 Brochures.
- 3.3.8.2 Resource directories.

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**New Hampshire Department of Health and Human Services
Professional Development Services for Inclusive Practices and Social Emotional
Development in Early Childhood Care and Education
EXHIBIT B**

3.3.8.3 Protocols or guidelines.

3.3.8.4 Posters.

3.3.8.5 Reports.

3.3.9 The Contractor shall not reproduce any materials produced under the Agreement without prior written approval from the Department.

3.4 Operation of Facilities: Compliance with Laws and Regulations

3.4.6 In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Agreement the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

3.5 Records

3.5.6 The Contractor shall keep records that include, but are not limited to:

3.5.6.1 Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.

3.5.6.2 All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

Initial
RC

8/7/2025

**New Hampshire Department of Health and Human Services
Professional Development Services for Inclusive Practices and Social Emotional
Development in Early Childhood Care and Education
EXHIBIT B**

- 3.5.6.3 Records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.
 - 3.5.6.4 Maintain detailed supporting documentation for all reports, which are available to the Department for review upon request and retain detailed supporting documentation for all reports for seven (7) years after the completion date of this Agreement.
- 3.6 During the term of this Agreement and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives must have access to all reports and records maintained pursuant to the Agreement for purposes of audit, examination, excerpts and transcripts.
- 3.7 If, upon further review, the Department must disallow any expenses claimed by the Contractor as costs hereunder, the Department retains the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

New Hampshire Department of Health and Human Services		
Contractor Name: <i>Pyramid Model Consortium</i>		
Budget Request for: <i>Professional Development Services for Inclusive Practices and Social Emotional Development in Early Childhood Care and Education</i>		
Budget Period: <i>July 1, 2024 - June 30, 2026 (SFYs 2025 & 2026)</i>		
Age Indirect Cost Rate (if applicable): 4.33% SFY 2025, 10% SFY 2026		
Line Item	Program Cost - Funded by DHHS - SFY 25	Program Cost - Funded by DHHS - SFY 26
1. Salary & Wages		
2. Fringe Benefits		
3. Consultants include: Project Director Pyramid Path Project Coordinator Childcare consultants Program coaches and assessors Granite Steps for Quality (GQS)/Environment Rating Scales(ERS) Program Coordinator GSQ/ERS Program Admin	\$376,817	\$702,908
4. Equipment		
5.(a) Supplies - Educational		
5.(b) Supplies - Lab		
5.(c) Supplies - Pharmacy		
5.(d) Supplies - Medical		
	\$6,600	
6. Travel		
7. Software		
8. (a) Other - Marketing/Communications		
8. (b) Other - Education and Training		\$57,500
8. (c) Other - PIDs		\$10,500
Other (Subscriptions)	\$850	
Other (Office Supplies)	\$500	
Other (please specify)		
9. Subrecipient Contracts		
Total Direct Costs	\$384,767	\$770,908
Total Indirect Costs	\$16,667	\$77,092
	4.33%	10%
Totals	\$401,434	\$848,000

Initial


Contractor Initials

Date 8/7/2025

New Hampshire Department of Health and Human Services		
Contractor Name: <i>Pyramid Model Consortium</i>		
Budget Request for: <i>Professional Development Services for Inclusive Practices and Social Emotional Development in Early Childhood Care and Education</i>		
Budget Period: <i>July 1, 2026 - June 30, 2028 (SFYs 2027 & 2028)</i>		
Average Indirect Cost Rate (if applicable): 10%		
Line Item	Program Cost - Funded by DHHS - SFY 27	Program Cost - Funded by DHHS - SFY 28
1. Salary & Wages		
2. Fringe Benefits		
3. Consultants: Project Director Pyramid Path Project Coordinator Childcare consultants Program coaches and assessors Granite Steps for Quality (GQS)/Environment Rating Scales(ERS) Program Coordinator GSQ/ERS Program Admin	\$735,485	\$735,485
4. Equipment		
5(a) Supplies - Educational		
5(b) Supplies - Lab		
5(c) Supplies - Pharmacy		
5(d) Supplies - Medical		
6. Travel		
7. Software		
8. (a) Other - LearnERS Modules	\$16,000	\$16,000
8. (b) Other - Education and Training	\$57,500	\$57,500
8. (c) Other - PIDs	\$10,500	\$10,500
Other (Subscriptions)		
Other (Office Supplies)		
Other (please specify)		
9. Subrecipient Contracts		
Total Direct Costs	\$819,485	\$819,485
Total Indirect Costs	\$81,949	\$81,949
	\$0	\$0
Totals	\$901,434	\$901,434

Initial
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Contractor Initials _____

Date 8/7/2025

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14



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF ECONOMIC STABILITY

Lori A. Weaver
 Commissioner

Karen E. Hebert
 Director

129 PLEASANT STREET, CONCORD, NH 03301
 603-271-9474 1-800-852-3345 Ext. 9474
 Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 12, 2024

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic Stability, to amend an existing contract with Pyramid Model Consortium (VC# 274159-B001), Missoula, MT, to continue to provide Professional Development Services for Inclusive Practices and Social Emotional Development in Early Childhood Care and Education, by exercising a contract renewal option, by increasing the price limitation by \$1,605,736 from \$802,986 to \$2,408,722 and by extending the completion date from June 30, 2024 to June 30, 2028, effective July 1, 2024, upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on May 18, 2022, item #26 and amended with Governor and Council approval on November 2, 2022, item #13.

Funds are available in the following account for State Fiscal 2025, and are anticipated to be available in State Fiscal Years 2026, 2027, and 2028 upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2023	102-500731	Contracts for Prog Svc	42117801	\$401,493	\$0	\$401,493
2024	102-500731	Contracts for Prog Svc	42117801	\$401,493	\$0	\$401,493
2025	074-500589	Welfare Assistance	42117801	\$0	\$401,434	\$401,434
2026	074-500589	Welfare Assistance	42117801	\$0	\$401,434	\$401,434
2027	074-500589	Welfare Assistance	42117801	\$0	\$401,434	\$401,434

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 2

2028	074-500589	Welfare Assistance	42117801	\$0	\$401,434	\$401,434
			Subtotal	\$802,986	\$1,605,736	\$2,408,722

EXPLANATION

The purpose of this request is for the Contractor to continue providing statewide professional development services to ensure successful inclusion of young children with special needs, six (6) weeks through five (5) years of age. In addition, the Contractor will continue to promote social emotional development for all young children in child care and/or other early childhood settings by utilizing the evidence-based Pyramid Model framework. The Contractor provides child care and early childhood education professionals with the skills, knowledge and tools to address each child's specific strengths and needs via specialized professional development activities.

Professional development activities include consultation for program directors and teachers who are working with children exhibiting challenging behaviors, and program coaching. In addition, the Contractor provides coaching focused on building and strengthening evidence-based practices that support children's social and emotional wellbeing.

Approximately 900 teachers in over 100 programs will be served each State Fiscal Year.

The Department will continue to monitor contracted services through:

- The financial supporting documentation required with invoices;
- Quarterly and annual reports to determine the extent to which the Contractor is progressing satisfactorily toward the desired results for teachers/staff, programs and children; and
- Regular meetings with the Contractor.

As referenced in Exhibit A of the original agreement, the parties have the option to extend the agreement for up to four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for four (4) of the four (4) years available.

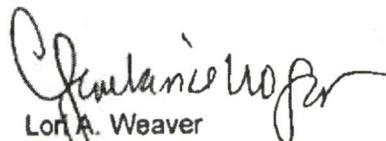
Should the Governor and Council not authorize this request, additional child care professionals and early childhood educators may not receive the professional development services necessary to increase inclusion of children with special needs, and decrease expulsion of children with unmet behavioral health needs, which may result in further declining behavior and challenges.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number 93.575, FAIN 2301NHCCDD.

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

Respectfully submitted,


Lon A. Weaver
Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF ECONOMIC & HOUSING STABILITY

13

Lori A. Shbinette
 Commissioner

Karen E. Hebert
 Director

129 PLEASANT STREET, CONCORD, NH 03301
 603-271-9474 1-800-852-3345 Ext. 9474
 Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

October 19, 2022

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into a **Sole Source** amendment to an existing contract with Pyramid Model Consortium (VC#27 4159-B001), Missoula, MT to continue to provide Professional Development Services for Inclusive Practices and Social Emotional Development in Early Childhood Care and Education, by increasing the price limitation by \$352,986 from \$450,000 to \$802,986, with no change to the completion date, effective upon Governor and Council Approval. 100% Federal Funds.

The original contract was approved by Governor and Council on May 18, 2022 (Item #26).

Funds are available in the following account for State Fiscal Year 2023, and are anticipated to be available in State Fiscal Year 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

State Fiscal Year	Class/ Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2023	102-500731	Contracts for Prog Svc	42117810	\$225,000	\$176,493	\$401,493
2024	102-500731	Contracts for Prog Svc	42117810	\$225,000	\$176,493	\$401,493
			TOTALS	\$450,000	\$352,986	\$802,986

EXPLANATION

This request is **Sole Source** because MOP 150 requires any amendment to an original contract that was competitively bid, in which the Department is increasing the price limitation by more than 10% of the dollar amount of the original contract, and expanding the scope of services, be identified as sole source. Numerous factors uniquely qualify the Contractor to provide the services in this amendment. First, this Contractor is the developer and proprietor of the national early childhood Pyramid Model (PM) framework, which was customized for New Hampshire. The PM framework helps early educators build skills for supporting nurturing and responsive caregiving, create learning environments, provide targeted social-emotional skills, and support children with

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 2

challenging behavior. Second, the Contractor is also uniquely qualified to provide consultation to New Hampshire early childhood teachers to address children's challenging behavior and prevent expulsion and suspension through the Preschool Technical Assistance Network (PTAN).

The purpose of this request is to expand statewide professional development services to meet the increased demand of child care/early childhood programs that seek to participate in the Granite Steps for Quality, a Quality Recognition and Improvement System, through the Pyramid Model Pathway. The Contractor will add twenty (20) new Pyramid Model implementation sites with approximately 80 teachers to promote social emotional development for all young children in child care and/or other early childhood settings utilizing the evidence-based Pyramid Model framework. Pyramid Model implementation sites must demonstrate the capacity to implement the Pyramid Model framework with fidelity, creating a rich, positive classroom environment in which all children thrive and teachers gain skills that bolster their confidence and increase satisfaction with their positions. The Contractor will also provide approximately 116 additional hours of consultation services on inclusion (a 20% increase over 2021) to all programs seeking support, with the goal of preventing suspension and expulsion due to challenging behavior.

With this amendment, approximately 760 teachers in 190 programs throughout the state will receive professional development services for the benefit of the children and families they serve.

Due to the reported increase in challenging behaviors resulting from the COVID-19 pandemic, professional development activities are essential to ensure teachers are prepared to address children's particular needs to achieve success within their current programs, as well as in school and later life. Child care programs will experience greater success in retaining teachers and other child care professionals who receive this professional development and training.

The Department will monitor services by:

- Reviewing financial supporting documentation for invoices on a biannual basis;
- Reviewing quarterly and annual reports to determine the extent to which the Contractor is progressing as expected toward the achievement of desired results for teachers/staff, programs and children; and
- Conducting meetings with the Contractor.

Should the Governor and Council not authorize this request, additional child care professionals and early childhood educators may not receive the professional development services necessary to increase inclusion of children with special needs and decrease expulsion of children with unmet behavioral health needs, which may result in further declining behavior and challenges for these children.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number 93.575, FAIN #2201NHCCDF.

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

Respectfully submitted,


Lori A. Shibinette
Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF ECONOMIC & HOUSING STABILITY

Lori A. Shibinette
Commissioner

Karen E. Hebert
Director

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9474 1-800-852-3345 Ext. 9474
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 2, 2022

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to enter into a contract with the Pyramid Model Consortium (VC#274159-B001), Missoula, MT, in the amount of \$450,000 for Professional Development Services for Inclusive Practices and Social Emotional Development in Early Childhood Care and Education, with the option to renew for up to four (4) additional years, effective July 1, 2022, or upon Governor and Council approval, whichever is later, through June 30, 2024. 100% Federal Funds.

Funds are available in the following account for State Fiscal Year 2023, and are anticipated to be available in State Fiscal Year 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2023	102-500731	Contracts for Prog Svc	42117810	\$225,000
2024	102-500731	Contracts for Prog Svc	42117810	\$225,000
			Total	\$450,000

EXPLANATION

The purpose of this request is to provide statewide professional development services to ensure the successful inclusion of young children ages six (6) weeks through five (5) years with special needs and to promote social emotional development for all young children in child care and/or other early childhood settings utilizing the evidence-based Pyramid Model framework.

The Contractor will provide child care and early childhood education professionals with the skills, knowledge and tools to address each child's specific strengths and needs via specialized professional development activities, which may include, but are not limited to, coaching, training, technical assistance and consultation. Professional development activities enable teachers and directors to learn easily-implemented adaptations to the environment,

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 3

schedule, curriculum and other areas that meet the needs of individual children while enriching the program experience for all children. The primary goals of this project are to:

- 1) Promote the successful inclusion of children with social/emotional or behavioral challenges in early childhood care and education programs, and preventing their expulsion and suspension from programs due to challenging behavior;
- 2) Promote the retention of early childhood care and education teachers by enhancing their capacity to address challenging behavior and thus, reducing teacher frustration and turnover; and
- 3) Assist the Department of Health and Human Services and the Department of Education to build state and local infrastructure and coordination such that all early child care and education programs have access to the professional development opportunities and resources that support children's social emotional development to succeed in school and beyond.

Approximately 600 teachers in 170 programs will be served with these time-intensive trainings and year-long coaching activities during State Fiscal Years 2023 and 2024.

With a reported increase in children's trauma and challenging behavior due to the COVID-19 pandemic, professional development activities as outlined in these contracted services are essential to ensure that teachers are prepared to address children's particular needs to achieve success within their current programs as well as in school and later life. Child care programs will experience greater success in retaining teachers and other child care professionals who receive this professional development and training.

The Department will monitor services by:

- Reviewing financial supporting documentation for invoices on a biannual basis;
- Reviewing quarterly and annual reports to determine the extent to which the Contractor is progressing as expected toward the achievement of desired results for teachers/staff, programs and children; and
- Conducting meetings with the Contractor.

The Department selected the Contractor through a competitive bid process using a Request for Applications (RFA) that was posted on the Department's website from February 10, 2022 through March 29, 2022. The Department received two (2) responses that were reviewed and scored by a team of qualified individuals. The Scoring Sheet is attached.

As referenced in Exhibit A Revisions to Standard Agreement Provisions, Section 1.2. of the attached agreement, the parties have the option to extend the agreement for up to four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, child care professionals and early childhood educators will not receive the professional development opportunities to assist with increasing inclusion of children with special needs and decreasing expulsion of children with unmet behavioral needs, and these children will be at risk of further declining behavior and challenges. Additionally, without providing adequate resources to child care and early childhood education professionals, the Department could experience federal sanctions that result in a reduction of federal funds that support the Child Care Scholarship Program. Reduction in the Child Care Scholarship Program would create financial hardships for a number of families that depend on subsidized child care and may prevent some early childhood care and education

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

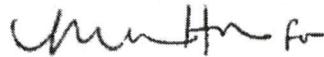
programs that utilize and depend upon the Child Care Scholarship Program from remaining in operation.

Area served: Statewide

Source of Federal Funds: Assistance Listing Number 93.575, FAIN #2101NHCCDF & #2201NHCCDF

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

Respectfully submitted,



Lori A. Shibinette
Commissioner

New Hampshire Department of Health and Human Services
 Division of Finance and Procurement
 Bureau of Contracts and Procurement
 Scoring Sheet

Project ID # RFA-2023-DEHS-03-PROFE
 Project Title Professional Development

	Maximum Points Available	Pyramid	WestEd						
Technical									
Experience - Q1	15	14	10						
Experience - Q2	15	15	12						
Experience - Q3	15	15	13						
Experience - Q4	10	7	4						
Experience - Q5	5	5	4						
Ability - Q6	15	14	9						
Ability - Q7	15	15	10						
Knowledge - Q8	5	5	3						
Knowledge - Q9	5	5	2						
		0	0						
		0	0						
		0	0						
TOTAL POINTS	100	95	67						

<u>Reviewer Name</u>	<u>Title</u>
¹ Debra Nelson	Bureau Chief - Child Development and Head Start Collaboration
² Andrea Foster	Professional Development Specialist - Bureau of Child Development and Head Start Collaboration
³ Mike Bradley	Financial Manager - Bureaus of Housing Supports, Child Support, and Child Development & Head Start Collaboration