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Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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September 25, 2020

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Educational Opportunities to enter into a **sole source** contract with the National Center for Competency-Based Learning, Durham, New Hampshire (Vendor Code 271411), in an amount not to exceed \$50,000.00, to facilitate a revision of the ED 306 Minimum Standards Administrative Rules effective upon Governor and Council approval through June 30, 2021. 100% General Funds

Funding for this contract is available in the account titled Educational Opportunities as follows:

	<u>FY 21</u>
06-56-56-567010-30460000-102-500731 Contracts for Program Services	\$50,000.00

EXPLANATION

This contract is **sole source** because the National Center for Competency-Based Learning has historical experience and a professional background with the ED 306 Minimum Standards Administrative Rules and is able to facilitate discussions and work, in partnership with the Department of Education, with various professional associations and organizations throughout the state. The goals of this effort will be to facilitate and conduct planning and task force meetings over the course of the year in order to update, revise, and enhance the ED 306 Minimum Standards Administrative Rules. The final work product that will result from this contract will be a revised version of the Administrative Rules to be presented to the State Board of Education and the Joint Legislative Committee on Administrative Rules (JLCAR).

His Excellency, Governor Christopher T. Sununu  
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September 25, 2020  
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The contractor will work closely with Department staff to conduct meetings, produce revisions and drafts of the work product, schedule and hold a variety of public meetings, and facilitate public input throughout the process.

Respectfully submitted,



Frank Edelblut  
Commissioner of Education

FE:ng:emr

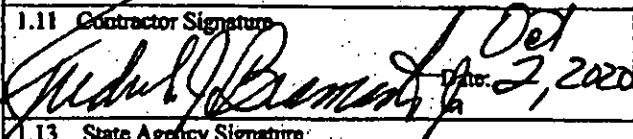
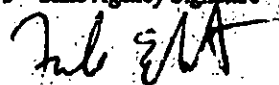
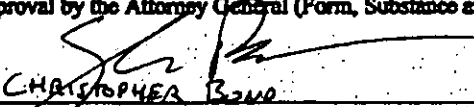
**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name NH Department of Education		1.2 State Agency Address 101 Pleasant Street, Concord, NH 03301	
1.3 Contractor Name National Center for Competency-Based Learning		1.4 Contractor Address 587 Bay Road Durham, NH 03824	
1.5 Contractor Phone Number 603-231-2708	1.6 Account Number See Exhibit C	1.7 Completion Date June 30, 2021	1.8 Price Limitation \$50,000
1.9 Contracting Officer for State Agency Nathaniel Greene, Administrator		1.10 State Agency Telephone Number 271-5252	
1.11 Contractor Signature  Date: Oct 2, 2020		1.12 Name and Title of Contractor Signatory Fredrick J. Bramante, Jr. President	
1.13 State Agency Signature  Date: 10-6-20		1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner of Education	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 10/7/20			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

Contractor Initials   
Date 10/2/20

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

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

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

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

**4. CONDITIONAL NATURE OF AGREEMENT.**

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

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

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

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete

compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

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

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

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

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

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

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

**7. PERSONNEL.**

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

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

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

## 8. EVENT OF DEFAULT/REMEDIES.

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

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

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

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

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

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

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

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

## 9. TERMINATION.

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

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

submit to the State a Transition Plan for services under the Agreement.

## 10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

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

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

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

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

## 12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

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

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

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

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

#### 14. INSURANCE.

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

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

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

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

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

#### 15. WORKERS' COMPENSATION.

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

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

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

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

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

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

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

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

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

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

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

**EXHIBIT A**  
**SPECIAL PROVISIONS**

Additional Exhibits D-G

## EXHIBIT B

### SCOPE OF SERVICES

The National Center for Competency-Based Learning will provide the following services to the New Hampshire Department of Education effective upon Governor and Council approval through June 30, 2021:

#### 1. Task Force and Initial Draft Proposal, \$30,000 Budgeted

The National Center for Competency-Based Learning will work collaboratively with Department staff to convene and facilitate the work of a Task Force that includes representation from all stakeholders. The purpose of the Task Force will be to craft a revised set of Ed 306 Minimum Standards rules that satisfy statutory requirements for an adequate education as well as provide updated language that more accurately represents 21<sup>st</sup> century learning and personalized education within New Hampshire's competency-based education structure. At the end of this phase, a working draft of the revised standards will be presented to the public, the State Board of Education, and the legislature for public comment and eventual adoption.

##### 1.1 Task Force Creation – 4 Weeks

The National Center for Competency-Based Learning will plan and schedule a communication to go out to the field outlining the work that will be done, the mission and vision of the updates to the minimum standards, and the call for individuals interested in the work to be a part of the Task Force. The National Center for Competency-Based Learning will work with the Bureau of Educational Opportunities to identify individual stakeholders that have a vested interest in the Minimum Standards and who are interested in working on the Task Force to revise the standards. Once interested individuals have been identified, the National Center for Competency-Based Learning will schedule an initial meeting that will outline the purpose, scope, and vision of the Minimum Standards revisions, the responsibilities and time commitment of the Task Force, and any relevant information necessary to the creation of the Task Force.

- ✓ Identification of Task Force Members
- ✓ Initial Meeting with Task Force to outline Purpose, Scope and Vision

##### 1.2 Revision of Minimum Standards – 20 – 40 weeks – Budget broken out by deliverables in the form of submitted draft revised standards

The National Center for Competency-Based Learning will schedule periodic meetings with the Task Force to begin the process of editing and revising the Minimum Standards. This will be done in sections, with additional individuals invited to each meeting dependent upon the topic or subject area of the Standards being revised (e.g. Bureau of Food and Nutrition when nutrition standards are discussed). A recommended grouping of the minimum standards is provided below, subject to revision by the National Center for Competency-Based Learning and the Task Force.



- ✓ Bi-weekly meetings of the Task Force as required by the work (20 – 40 depending upon the work)
- ✓ Weekly meetings with work groups under the direction of the Task Force, including members with vested interest in the section of the standards being revised (e.g. health, nursing, nutrition, etc.)
- ✓ Revised Minimum Standards Document for public presentation

**First Section | 1 – 3 meetings – Submit Draft of revised standards**

- 306.01 Applicability
- 306.02 Definitions  
RSA 193-C:3, RSA 189:39, 7 CFR Part 210:10, 7 CFR Part 210:11
- 306.03 Statutory and Policy Requirements
- 306.04 Policy Development  
RSA 193-F, RSA 193:1, WIC 42.SUC 1751 Section 204, RSA 200:48, RSA 193-C:3, RSA 126-U, RSA 193:13, 20 U.S.C. 1232g, RSA 91-A, RSA 189:29-a, Part 2 Article 83 of the NH Constitution, RSA 186:13
- 306.05 School Philosophy, Goals and Requirements
- 306.06 Culture and Climate

**Second Section | 1 – 3 meetings Submit Draft of revised standards**

- 306.07 School Facilities  
RSA 189:24, RSA 155-A, RSA 200:48, RSA 198:15-a, Saf-C 6000, RSA 153:14
- 306.08 Instructional Resources
- 306.09 Custodial and Maintenance Services
- 306.10 Administrative Support Services

**Third Section | 1 – 3 meetings Submit Draft of revised standards**

- 306.11 Food and Nutrition Services  
RSA 189:11-a; HI, PL 108-265, 7 CFR Part 210.10,
- 306.12 School Health Services  
FERPA, Section 504, RSA 141-C, RSA 169-C, RSA 200:26-41, RSA 326-B
- 306.13 Reserve
- 306.25 Comprehensive School Psychological Services  
RSA 189:49, IV

**Fourth Section | 1 – 3 meetings Submit Draft of revised standards**

- 306.14 Basic Instructional Standards  
RSA 193-C:3
- 306.15 Provision of Staff and Staff Qualifications  
RSA 189:24
- 306.16 Professional Development

**Fifth Section | 1 - 2 meetings Submit Draft of revised standards**

- 306.17 Class Size
- 306.18 School Year  
RSA 189:1, RSA 189:24
- 306.19 School Calendar

**Sixth Section | 1 - 3 meetings Submit Draft of revised standards**

- 306.20 Career and Technical Education Programs
- 306.21 Alternative Programs  
RSA 193-C:3
- 306.22 Distance Education

**Seventh Section | 1 - 3 meetings Submit Draft of revised standards**

- 306.23 Statistical Reports: Accountability  
RSA 189:28, RSA 193-H:4, RSA 193-H:3
- 306.24 Assessment  
RSA 193-C

**Eighth Section | 2 - 5 meetings Submit Draft of revised standards**

- 306.26 Kindergarten - Grade 8 School Curriculum  
RSA 193-C:3, III
- 306.27 High School Curriculum, Credits, Graduation Requirements, and Cocurricular Program  
RSA 193-C:3, III, RSA 193:23, II, RSA 194:2
- 306.28 Approval Process  
RSA 186:8, I, RSA 21-N:6, V, RSA 153:14, RSA 193-E:3, RSA 21-N:11, III
- 306.29 Alternative Approval  
RSA 21-N:11, III
- 306.30 Delay in Full Compliance  
RSA 194:23-b

**Ninth Section | 10 - 15 meetings Submit Draft of revised standards**

- 306.31 Arts Education Program  
RSA 193-C:3, III
- 306.32 Reserve
- 306.33 Business Education Program  
RSA 193-C:3, III
- 306.34 Career and Technical Education Program  
RSA 188-E, RSA 193-C:3, III
- 306.35 Career Education Program  
RSA 193-C:3, III
- 306.36 Reserve
- 306.37 English/Language Arts and Reading Program

- 306.38 Family and Consumer Science Education Program  
RSA 193-C:3, III
- 306.39 School Counseling Program
- 306.40 Health Education Program  
RSA 189:10
- 306.41 Physical Education Program
- 306.42 Information and Communication Technologies Program
- 306.43 Mathematics Program  
RSA 193-C:3, III
- 306.44 Computer Science Education Program  
RSA 193-C:3, III
- 306.45 Science Education Program  
RSA 193-C:3, III
- 306.46 Social Studies Program  
RSA 193-C:3, III, RSA 186:13, RSA 189:11
- 306.47 Technology/Engineering Education Program
- 306.48 World Languages Program

**Section Revision Meetings | Scheduled as needed for final revisions and edits to previous sections.**

## **2. Public Comment and Final Revision, \$20,000**

The National Center for Competency-Based Learning will coordinate and develop a communication and outreach plan that will disseminate the revised Minimum Standards draft developed in **1: Task Force and Initial Draft Proposal**. The communication plan will include multiple and diverse stakeholder groups and meetings and the collection and accumulation of public comment on the revised standards. The National Center for Competency-Based Learning will convene the Task Force to review public comment and make final recommendations to the revised Minimum Standards draft. The final work product will be a revised Minimum Standards draft, with attached public comment and feedback, to be presented to the State Board of Education and the Joint Legislative Committee on Administrative Rules for adoption.

### **2.1 Public Comment Period – 4 – 8 weeks**

The National Center for Competency-Based Learning will develop a communication plan that includes outreach to multiple stakeholders and the general public. The communication plan will include wide dissemination of the revised Minimum Standards developed during the first phase of the project. The communication plan will also include multiple means for receiving and collecting public comment on the standards.

- ✓ **Communication plan for widely disseminating the draft**
- ✓ **State and regional face-to-face and/or remote meetings to present the draft and elicit feedback**
- ✓ **Meetings with specific stakeholder groups to discuss the revised draft and elicit feedback**

## 2.2 Final Revised Draft – 2 – 4 weeks

The National Center for Competency-Based Learning will reconvene the Task Force to discuss the public comment that was received during 2:1 Public Comment Period. The National Center for Competency-Based Learning will facilitate discussions with the Task Force to determine how and to what extent the public comment will be incorporated into the final draft of the revised Minimum Standards. The National Center for Competency-Based Learning will present the final draft to the State Board of Education to begin the process of adoption and a representative will be available throughout the process to speak, both at State Board meetings, legislative meetings (JLCAR), and any public hearings called by either administrative body.

- ✓ Final draft of revised Minimum Standards
- ✓ Presentation to State Board of Education
- ✓ Presence at meetings and public hearings called by State Board of Education and/or JLCAR

**EXHIBIT C**  
**METHOD OF PAYMENT**

(through June 30, 2021)

Press Release, Initial Public Meeting, Task Force Creation	\$5,000
Revision of Minimum Standards	\$2,500 (approved draft part 1)
	\$2,500 (approved draft part 2)
	\$2,500 (approved draft part 3)
	\$2,500 (approved draft part 4)
	\$2,500 (approved draft part 5)
	\$2,500 (approved draft part 6)
	\$2,500 (approved draft part 7)
	\$2,500 (approved draft part 8)
	\$2,500 (approved draft part 9)
	\$2,500 (approved draft Section Revisions)
Public Comment Period, Collection of Written Feedback, Public Outreach and State and Regional Meetings	\$10,000
Final Revised Draft, Meetings with State Board of Education, JLCAR, Final Draft for Adoption	\$10,000
<b>Total</b>	<b>\$50,000</b>

**Limitations on Price:** In no case shall the total budget exceed the price limitation of \$50,000.00.

**Source of Funding:** Funds to support this request are available in the account titled Educational Opportunities as follows:

	<u>FY 21</u>
06-56-56-567010-30460000-102-500731 Contracts for Program Services	\$50,000.00

**Method of Payment:** Payment to be made on the basis of invoices, which are submitted upon work completion of the individual deliverables scheduled above and supported by a summary of activities that have taken place in accordance with the terms of the contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. A final invoice will be due within 30 days of the end of this contract. Invoices shall be submitted to:

Nathaniel Greene  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

## EXHIBIT D

### Contractor Obligations

Contracts in excess of the simplified acquisition threshold (currently set at \$250,000) must address **administrative, contractual, or legal remedies** in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200, Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

#### **Breach**

A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

#### **Fraud and False Statements**

The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC §1001 and §1020.

#### **Environmental Protection**

(This clause is applicable if this Contract exceeds \$150,000. It applies to Federal-aid contracts only.)

The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

#### **Procurement of Recovered Materials**

In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Contractor Initials

Date

*B*  
7/12/20

## Exhibit E

### Federal Debarment and Suspension

- a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors; present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:
1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;
  2. Does not have a proposed debarment pending;
  3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and
  4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.
- c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Contractor Initials *AB*  
Date *10/2/20*

**Exhibit F**

**Anti-Lobbying**

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

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

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (<http://www.whitehouse.gov/omb/grants/sfllin.pdf>).
- c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Contractor Initials

Date 20/2/20



## Exhibit G

### Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality

#### Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the DOE.

Any discovery or invention that arises during the course of the contract shall be reported to the DOE. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

#### Confidentiality

All Written and oral information and materials disclosed or provided by the DOE under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the DOE and its partners, must remain the exclusive property of the DOE.

Confidential information means all data and information related to the business and operation of the DOE, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the DOE, financial information, partner information (including the identity of DOE partners), Contractor and supplier information, (including the identity of DOE Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the DOE to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the DOE or subcontracted with the Contractor.

#### Ownership of Intellectual Property

The DOE shall retain ownership of all source data and other intellectual property of the DOE provided to the Contractor in order to complete the services of this agreement. As well the DOE will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the DOE.

Contractor Initials

Date 10/2/20

# State of New Hampshire

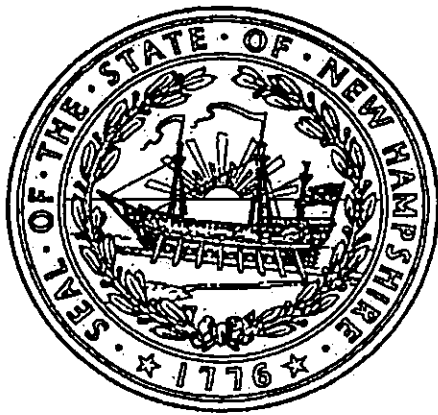
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NATIONAL CENTER FOR COMPETENCY-BASED LEARNING is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 26, 2005. 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: 530667

Certificate Number: 0005010008



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 September A.D. 2020.

A handwritten signature in black ink, appearing to read "Wm Gardner".

William M. Gardner  
Secretary of State

**Corporate Resolution**

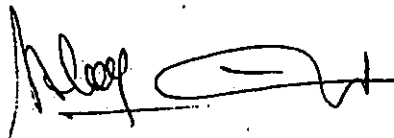
I, Zenagui Brahim, hereby certify that I am duly elected Chairman of National Center for Competency-based Learning (NCCBL). I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on September 29, 2020 at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That Frederick Bramante is duly authorized to enter a Contract on behalf of with National Center for Competency-based Learning (NCCBL) with the New Hampshire Department of Education and further is Authorized to execute any documents which may in his 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 September 29, 2020. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position of president and that he has full authority to bind the corporation to the specific contract indicated.

**DATED: October 2, 2020**

**ATTEST: Zenagui Brahim  
Chairman of NCCBL**

A handwritten signature in black ink, appearing to read 'Zenagui Brahim', written over a horizontal line.

