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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
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December 28, 2012

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

100% Federal Funds

REQUESTED ACTION

Authorize the Department of Education to enter into a Cooperative Agreement with the University of New Hampshire, Institute on Disability (IOD), (vendor code 177867) to provide professional development to all New Hampshire school districts (K-12) for special education students who benefit from supports to express thoughts, needs, wants and ideas (at no cost to the district) via the use of Augmentative and Alternative Communication (ACC). This contract will be in effect from the date of Governor and Council through June 30, 2014 in an amount not to exceed \$100,000.00 pending legislative approval of the next biennium budget. These are 100% Federal funds.

Funding for this request is available from:

	<u>FY'13</u>	<u>FY'14</u>
06-56-56-562510-41100000-102-500731	\$50,000.00	\$50,000.00

EXPLANATION

The New Hampshire Department of Education, Bureau of Special Education has established the Augmentative and Alternative Communication Initiative. The University of New Hampshire, Institute on Disability will support the Bureau by: coordinating the Augmentative and Alternative Communication Initiative; coordinate and implement the professional development for all New Hampshire school districts (K-12) regarding Augmentative and Alternative Communication (AAC); provide technical assistance to districts and families seeking information and resources regarding Aided and Unaided Augmentative and Alternative Communication Systems; offer expertise and working knowledge regarding the American Speech-Language-Hearing Association to districts and families; and provide a ten (10) state or regional professional development training opportunities and monthly webinars on Augmentative and Alternative Communication (AAC).

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The Cooperative Agreement will include, but not limited to, the following:

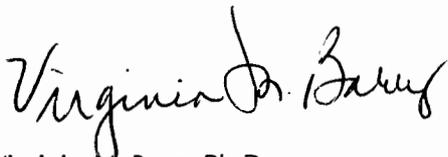
- Produce ten (10) State or Regional Professional Development training opportunities and monthly webinars on Aided and Unaided ACC Communication System that are nationally recognized entities, such as, American Speech-Language-Hearing Association.
- Extensive knowledge and experience in special education, with working knowledge to provide augmentative and alternative communication training to all New Hampshire schools (K-12) (at no cost to the district).
- Expertise and working knowledge regarding the American Speech-Language-Hearing Association. Expertise and knowledge of AAC device and current software applications.
- Assist districts and families with finding resources at the State and federal level regarding AAC. And, ability to work with representatives from State agencies, partner organizations, school districts and families.
- Utilize real time evaluation and participatory systems, conduct webinars and provide the opportunity for recorded sessions, online conference work, and other strategies to develop system of supports and expertise.

A Request for Proposals (RFP) was advertised in the Manchester Union Leader on August 15th, 16th and 17th, 2012, sent to the Bureau of Special Education Distribution/Inform lists, and was posted on the Department's website. There were two (2) respondents to the Request for Proposal: The University of New Hampshire, Institute on Disability and Boothbay Therapy Services, LLC. Of the two applicants, the University of New Hampshire, Institute on Disability was the successful candidate based on their proposal submitted. (Rubric attached).

The University of New Hampshire will be evaluated by the Department through the monitoring of the services provided. In addition, they will submit reports to the Department on the progress in meeting the objectives of the contract.

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

Respectfully submitted,



Virginia M. Barry Ph.D.
Commissioner of Education

VMB:BJR
Enclosures

NEW HAMPSHIRE AUGMENTATIVE AND ALTERNATIVE COMMUNICATION INITIATIVE
 REQUEST FOR PROPOSALS (RFP) #SPED-2012-9
 FY'13

Criteria from RFP #SPED-2012-9	Possible points		University of New Hampshire Institute on Disability	Boothbay Therapy Services, LLC
<p>9.2.1 Significance of Project: Description of bidder's organization capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type; to include references as applicable. Please identify the specific subsections of 4.0 as they are addressed (see 4.0 General Requirements)</p>	10		Mary Lane = 9 Mary Steady = 9 Heidi Wyman = 8 Pam McDonald = 9 Total 8	Mary Lane = 8 Mary Steady = 6 Heidi Wyman = 9 Pam McDonald = 7 Total 8
<p>9.2.2 Quality of Services: Describe how you will accomplish the Services to be Provided in 1.0 of this RFP, including activities and strategies that will achieve the desired outcomes. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative. 9.2.2(a) Content knowledge, including but not limited to, knowledge expertise or working knowledge to coordinate with NHDOE to produce 10 State or Regional Professional Development training opportunities and monthly Webinars on Aided and Unaided AAC Communication Systems that are nationally recognized entities such as, American Speech Language-Hearing Association. 9.2.2 (b) Technical Skills, including but not limited to: utilize real time evaluation and participatory systems, conduct webinars and provide the opportunity for recorded sessions, online conference work, Extensive knowledge regarding AAC, Expertise & Knowledge of AAC devise and current software applications.</p>	30		Mary Lane = 25 Mary Steady = 29 Heidi Wyman = 25 Pam McDonald = 29 Total 27	Mary Lane = 20 Mary Steady = 21 Heidi Wyman = 28 Pam McDonald = 25 Total 24

Criteria from RFP #SPED-2012-9	Possible points	University of New Hampshire Institute on Disability	Boothbay Therapy Services, LLC
<p>9.2.3 Management Plan: Provide a work-plan, timeline, milestones or benchmarks in accordance with the activities to carry out Services to be Provided in 1.0 of this RFP</p>	15	Mary Lane = 12 Mary Steady = 15 Heidi Wyman = 15 Pam McDonald = 14 Total 14	Mary Lane = 10 Mary Steady = 12 Heidi Wyman = 15 Pam McDonald = 15 Total 15
<p>9.2.4 Personnel and Partners: Provide a listing of the individuals who will have responsibilities within this proposed project, their titles, qualifications and duties, and the amount of time each will devote to the project. Identify key partners, describe their anticipated participation and provide documentation of their commitment.</p>	10	Mary Lane = 8 Mary Steady = 9 Heidi Wyman = 8 Pam McDonald = 9 Total 9	Mary Lane = 8 Mary Steady = 8 Heidi Wyman = 8 Pam McDonald = 9 Total 8
<p>9.2.5 Adequacy of Resources: Provide a detailed budget, including budget notes/justification, which clearly explains the relationship between proposed activities and expenditures. The budget should be broken down into two (2) fiscal years: FY'13 (December 1, 2012 - June 30, 2013) and FY'14 (July 1, 2013 - June 30, 2014) and not to exceed \$50,000.00 for each year. Indirect costs may not exceed 8%.</p>	25	Mary Lane = 20 Mary Steady = 23 Heidi Wyman = 22 Pam McDonald = 22 Total 22	Mary Lane = 10 Mary Steady = 12 Heidi Wyman = 15 Pam McDonald = 15 Total 13
<p>9.2.6 Evaluation Plan: Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact including utilization of real time evaluation and participatory systems.</p>	10	Mary Lane = 9 Mary Steady = 9 Heidi Wyman = 10 Pam McDonald = 9 Total 9	Mary Lane = 5 Mary Steady = 3 Heidi Wyman = 8 Pam McDonald = 6 Total 6
TOTAL SCORE	100 PTS		

Total Score =	University of New Hampshire, Institute on Disability = 89
100	Mary Lane = 83 Mary Steady = 94 Heidi Wyman = 88 Pam McDonald = 91

Total Score =	Boothbay Therapy Services, LLC = 74
100	Mary Lane = 61 Mary Steady = 62 Heidi Wyman = 83 Pam McDonald = 67

The committee members responsible for the review of the New Hampshire Augmentative and Alternative Communication Initiative proposals include the following individuals:

Mary Lane, Education Consultant, Bureau of Special Education
Mary Steady, Education Consultant, Bureau of Special Education
Heidi Wyman Program Director Transition Resource Network Stafford Learning Center
Pamela McDonald, Director of Special Education, SAU #56 Rollinsford - Somersworth

The scoring for this proposal was conducted employing a consensus model.

The role of the committee members was advisory in nature. They provided information, analysis, and recommendations that were presented to the Commissioner of Education.

The Commissioner of Education reviews the information provided and makes the final decision regarding the award of such grants.

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, Department of Education

and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Education**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **6/30/14**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: New Hampshire Augmentative and Alternative Communication Initiative

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

State Project Administrator

Name: Santina Thibedeau
Address: Bureau of Special Education
101 Pleasant Street
Concord, NH 03301
Phone: 603-271-6693

Campus Project Administrator

Name: Dianne Hall
Address: University of New Hampshire
51 College Rd. Rm 116
Durham, NH 03824
Phone: 603-862-1942

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

State Project Director

Name: Mary Steady
Address: Bureau of Special Education
101 Pleasant Street,
Concord, NH 03301
Phone: 603-271-3730

Campus Project Director

Name: Michael McSheehan
Address: UNH Institute on Disability
10 West Edge Drive
Durham, NH 03824
Phone: 603-862-4320

F. Total State funds in the amount of \$100,000.00 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share _____ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. **H027A120103-12-A** from **U.S. Department of Education, Office of Special Education Programs** under CFDA# **84.027A**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

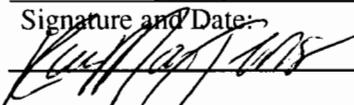
G. Check if applicable

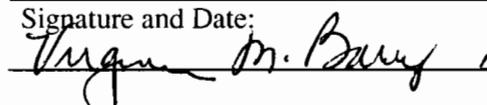
Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Education** have executed this Project Agreement.

By An Authorized Official of:
University of New Hampshire
Name: Karen Jensen
Title: Manager, Sponsored Programs Administration
Signature and Date:  12/13/12

By An Authorized Official of:
NH Department of Education
Name: Virginia M. Barry, Ph.D.
Title: Commissioner of Education
Signature and Date:  1/28/13

By An Authorized Official of: the New Hampshire Office of the Attorney General
Name:  David Queen
Title:  Carl Bryan Attorney
Signature and Date:  1/30/13

By An Authorized Official of: the New Hampshire Governor & Executive Council
Name: _____
Title: _____
Signature and Date: _____

EXHIBIT A

- A. Project Title:** New Hampshire Augmentative and Alternative Communication Initiative
- B. Project Period:** Upon Governor and Council approval through June 30, 2014; the total cost for all proposed products and services will not exceed \$100,000.00 for the length of the contract.
- C. Objectives:** Coordinate with the New Hampshire Department of Education, (NHDOE), Bureau of Special Education to provide professional development to all New Hampshire school districts (K-12) for special education students who benefit from supports to express thoughts, needs, wants and ideas (at no cost to the district) via the use of Augmentative and Alternative Communication (AAC).
- D. Scope of Work:** The Institute on Disability will produce ten (10) State or Regional Professional Development training opportunities and monthly webinars on Aided and Unaided Communication Systems that are nationally recognized entities.
- o Working knowledge to provide augmentative and alternative communication training & webinars to all New Hampshire schools (K-12).
 - o Extensive knowledge and experience in special education.
 - o Extensive knowledge regarding AAC.
 - o Expertise and working knowledge regarding the American Speech-Language-Hearing Association.
 - o Expertise and knowledge of AAC devices and current software applications.
 - o Ability to assist districts and families with finding resources at the State and federal level regarding AAC.
 - o Ability to work with representatives from State agencies, partner organizations, school districts, and families.
 - o Effective communication skills (oral and written).
 - o Utilize real time evaluation and participatory systems, conduct webinars and provide the opportunity for recorded sessions, online conference work.
 - o Other strategies to develop system of supports and expertise.
- E. Deliverables Schedule:** The Campus Project Director and Coordinator under this Project Agreement will:
- 1.1 Coordinate with NHDOE to produce ten (10) State or Regional Professional Development training opportunities and monthly webinars on Aided and Unaided Communication Systems that are nationally recognized entities such as, American Speech-Language-Hearing Association.

Collaborating with State Agencies and Reporting

- 2.1 Monthly Reporting: Activity reports to be submitted with each invoice requesting payment that outlines how the project provided and met the purpose and priorities of the project;
- 2.2 Annual Report: Report detailing the accomplishments and challenges of the project, based on the evaluation of the project, within 30 days of the end of each project year. The first report will include strategies for improvement. The final report will include a comprehensive overview of the entire project. The NHDOE will withhold payment of invoices until receipt of the required.

Campus will submit invoices to State on regular Campus invoice forms on a monthly basis, submitted by the 15th of the following month which are supported by a summary of activities that have taken place in accordance with the terms of the contract. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories, billed separately by FY. Prior approval is required of carryforward of unexpended funds. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 75 days after the Project Period end date. If otherwise, correct and acceptable, payment will be made for 100% of the expenditures listed.

Invoices are to be submitted to:

Barbara Raymond, New Hampshire Department of Education, Bureau of Special Education, 101 Pleasant Street, Concord, New Hampshire 03301.

F. Budget and Invoicing Instructions: FY'13 and FY'14

Budget Items	State Funding	State Funding	Total
	FY13	FY14	
1. Salaries & Wages	\$20,019.00	22,871.00	\$42,890.00
2. Employee Fringe Benefits	\$6,409.00	8,393.00	\$14,802.00
3. Travel	\$1,700.00	1,600.00	\$3,300.00
4. Supplies and Services	\$18,168.00	13,432.00	\$31,600.00
5. Equipment	0	0	0
6. Facilities & Admin Costs	\$3,704.00	3,704.00	7,408.00
Subtotals	50,000.00	50,000.00	100,000.00
Total Project Costs:		100,000.00	

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or .