

BPS



Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

October 1, 2012

His Excellency Governor John H. Lynch
and the Honorable Council
State House
Concord, New Hampshire 03301

100% General Funds

REQUESTED ACTION

1. Authorize the Department of Education, Division of Instruction to contract with Institutional Effectiveness LLC, Sanbornton, NH (vendor code 228789) to oversee Pre-K – 12 Assessment and Accountability functions for the State. This contract will be in effect from the date of Governor and Council approval through August 30, 2013, in an amount not to exceed \$100,000.00, pending legislative approval of the next biennium budget. Source of funds is 100% State Funds.

Funding for this request is available as follows:

	<u>FY13</u>	<u>FY 14</u>
06-56-56-563010-32600000-612-500942	\$80,000.00	\$20,000.00
Division of Instruction: Curriculum & Assessment		

2. Subject to Governor and Council approval, authorize the Department of Education to exercise a renewal option on this contract for up to one additional fiscal year, subject to the contractor's acceptable performance of the terms therein and pending legislative approval of the next biennium budget.

EXPLANATION

A Request for Proposals was developed and was posted on the Department website and in the Manchester Union Leader. The Department was seeking an individual or organization to provide oversight of the Pre-K – 12 Assessment and Accountability functions of the State. Extensive knowledge within the areas of student assessment, strategic planning, research, technology implementation, financial analysis and projection, and resource development was also required. Strong leadership and communication skills were desired.

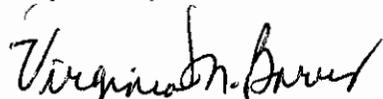
The Department of Education would like to contract with Institutional Effectiveness LLC in order to allow Dr. Scott Mantie, sole proprietor, to provide oversight of these activities within the state. Dr. Mantie has a Ph.D. in Educational Research Inquiry Methodology and Higher Education Administration from the Indiana University, Bloomington, Indiana (1990); a Master's Degree in College Student Personnel Administration from Western Illinois University, Macomb, Illinois, (1980)

His Excellency Governor John H. Lynch
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Page Two

and a Bachelor's Degree in Natural Sciences from New England College, Henniker, NH (1977). He has taught courses over sixteen years at the instructor, lecturer, undergraduate and graduate levels and participated in crafting general education and classroom assessment policies at multiple institutions. He has also extensively presented and published on topics related to strategic planning, measuring institutional change and utilizing data for decision making. He has held the title of Director, Vice President, and Associate Dean at a number of Universities. Dr. Mantie has the extensive expertise and experience necessary to carry out the duties of the position.

Only one proposal was received. It was reviewed by the Deputy Commissioner of Education. He interviewed the applicant and confirmed his qualifications in the interview. He strongly recommended this candidate.

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner of Education

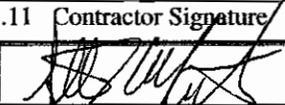
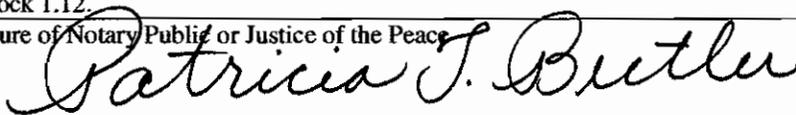
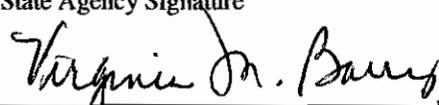
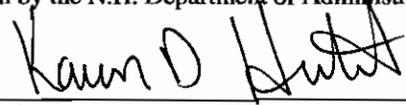
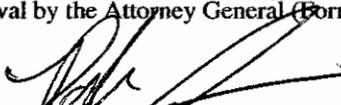
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Subject: Assessment & Accountability **FORM NUMBER P-37 (version 1/09)**

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name <u>NH Department of Education, Bureau of Integrated Programs</u>		1.2 State Agency Address <u>101 Pleasant Street, Concord, New Hampshire 03301</u>	
1.3 Contractor Name <u>Scott J. Mantie, Ph.D., d/b/a Institutional Effectiveness LLC</u>		1.4 Contractor Address <u>236 Cram Road, Sanbornton, NH 03269</u>	
1.5 Contractor Phone Number <u>518-339-4010</u>	1.6 Account Number <u>See Exhibit B</u>	1.7 Completion Date <u>August 30, 2013</u>	1.8 Price Limitation <u>\$100,000.00</u>
1.9 Contracting Officer for State Agency <u>Deborah Connell, Administrator, Bureau of Integrated Progra</u>		1.10 State Agency Telephone Number <u>603-271-3769</u>	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory <u>Scott J. Mantie, Ph.D., the sole proprietor</u>	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>10/1/12</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]		PATRICIA T. BUTLER NOTARY PUBLIC - NEW HAMPSHIRE My Commission Expires February 13, 2013	
1.13.2 Name and Title of Notary or Justice of the Peace <u>Patricia T. Butler, Notary Public</u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory <u>Virginia M. Barry, Ph.D., Commissioner of Education</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By:  Director, On: <u>10/2/12</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  On: <u>10/5/12</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/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 A 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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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, and 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 terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account 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 B 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 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 opportunity laws. In addition, the Contractor shall comply with all applicable copyright 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 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further 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.

Contractor Initials
Date 7/11/12

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 remedied, 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 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 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 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.

9.2 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.

9.3 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.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall 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 A.

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. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. 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.

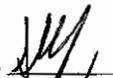
14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 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 fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

Contractor Initials 
Date 10/1/12

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

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. 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. WAIVER OF BREACH. 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.

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

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be 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.

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 provisions set forth in the attached EXHIBIT C 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.

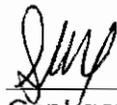
24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

EXHIBIT A

SCOPE OF SERVICES

Institutional Effectiveness LLC will provide the following services to the New Hampshire Department of Education from the date of Governor and Council approval through August 30, 2013, pending legislative approval of the next biennium budget:

- Working with the NH Department of Education, oversee and develop plans for the implementation of the state-wide assessment system, state and federal accountability initiatives, and state school improvement programs by establishing long range policies, objectives, and standards through a process involving educators, business leaders, elected officials, and community members;
- Evaluate state-wide programs of educational assessment and school improvement and recommend policy and research opportunities concerning NH's system of setting academic standards, assessing learning, holding schools accountable for learning, and assisting schools in improving their academic performance;
- Evaluate the operation of the state-wide assessment system. Serve as liaison to ensure coordination of efforts between the NH Department of Education and the State Assessment Developer;
- Provide direction in the collection and analysis of data; conduct data analysis and monitor educational research; communicate information to local school districts; assist in the oversight of the administration of assessment contracts; provide state, district, and school reports; and assist in the development of regulations, program advisories, and other documents necessary to support state and federal assessments and accountabilities;
- Oversee the development, adoption, and evaluation of challenging state content and performance standards and school approval standards. Assure that alignment exists between standards, assessments, and accountability systems and school improvement initiatives;
- Develop strategies to assist schools and districts in the use of data to evaluate the effectiveness of educational programs, the development and implementation of local education improvement and assessment plans, and the planning and implementation of related professional development activities;
- Monitor and analyze office operations for efficiency and effectiveness and for proper allocation of state and federal resources; prepare and provide periodic reports with detailed analyses and implement necessary fiscal and programmatic changes. Formulate and implement program budgets, including authorizing improvements in budget administration and fiscal operations;



Contractor
Initials

10/11/12
Date

EXHIBIT A

SCOPE OF SERVICES (continued)

- Oversee technical assistance and training opportunities for school districts in developing and implementing local education improvement and assessment plans based on state content standards and assessment results. Provide leadership, technical support, and information to local school districts in order to improve curriculum, instruction, and assessment, as well as enhance student learning.

REPORTING

Dr. Mantie will provide the Deputy Commissioner's office:

- periodic reports that detail the activities taking place and the data documenting the results of these activities.
- a log of travel.



Contractor
Initials



Date

EXHIBIT B

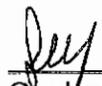
Budget

Budget (through August 30, 2013)

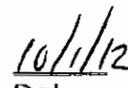
Professional services (\$50.00 per hour) not to exceed \$100,000.00	FY 13	FY 14
06-56-56-563010-3260000-612-500942	\$ 80,000.00	\$ 20,000.00
Total		\$100,000.00

Method of Payment: Payments shall be made on invoices submitted monthly accompanied by a description of services for that period. Please submit invoices to:

Paul Leather
Deputy Commissioner of Education
NH Department of Education
101 Pleasant Street
Concord, NH 03301



Contractor
Initials



Date

EXHIBIT C

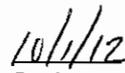
Authorize the Department of Education to waive the insurance section of the agreement; Section 14, 14.1, and 14.1.1.

Contractor will carry appropriate levels of personal automobile insurance during the term of this contract, per the coverage levels set forth in the attached Peerless Insurance Company's Policy Number 33P W838230.

Subject to Governor and Council approval, authorize the Department of Education to exercise a renewal option on this contract for up to one additional fiscal year, subject to the contractor's acceptable performance of the terms therein and pending legislative approval of the next biennium budget.



Contractor
Initials

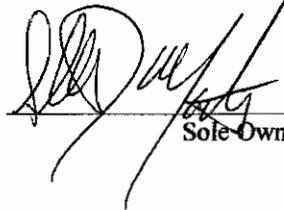

Date

CERTIFICATE OF AUTHORITY

(Sole Proprietor)

I, Scott J. Mantie, Ph.D., as a Sole Owner of my Business, Institutional Effectiveness LLC, certify that I am authorized to enter into a contract with the State of New Hampshire, Department of Education, on behalf of myself.

IN WITNESS WHEREOF, I have hereunto set my hand as the Sole Owner of the Business this 1st day of October, 2012.


Sole Owner

STATE OF New Hampshire
COUNTY OF Merrimack

On this the 1st day of October, 2012, before me, Patricia T. Butler the undersigned Officer, personally appeared, Scott J. Mantie, Ph.D. who acknowledged himself to be the Sole Owner of Institutional Effectiveness LLC a Business, and that he, as such Sole Owner being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Business by himself as Sole Owner.

IN WITNESS WHEREOF I hereunto set my hand and official seal.


Notary Public/Justice of the Peace

My Commission expires:

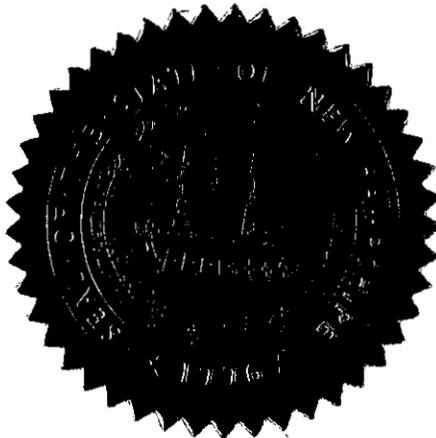
PATRICIA T. BUTLER
NOTARY PUBLIC - NEW HAMPSHIRE
My Commission Expires February 13, 2013

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 Institutional Effectiveness LLC is a New Hampshire limited liability company formed on September 20, 2012. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law; and that a certificate of cancellation has not been filed.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 20th day of September, A.D. 2012

A handwritten signature in cursive script, appearing to read "William Gardner".

William M. Gardner
Secretary of State

Policy Number: 33P W838230		Prior Policy: 33P W838230	
Policy Period: 12/02/2011 To: 12/02/2012 12:01 am Standard Time at the Mailing Address of the Named Insured			
Coverage Is Provided In PEERLESS INSURANCE COMPANY			
Billing Type: ELEC. DED. - MONTHLY			
Named Insured and Mailing Address: TAMMY MANTIE SCOTT MANTIE 236 CRAM RD SANBORNTON NH 03269-2422		Agent: THE INSURANCE OUTLET 174 COURT ST LACONIA NH 03246-3643 Agent Code: 8110779 Agent Phone: (603)-527-8050	

PERSONAL AUTO POLICY
PREMIUM SUMMARY

Reason for Transaction	RENEWAL	Base Coverage Premium	\$	1,555.00
Transaction Effective Date	12/02/2011	Additional Coverage Premium	\$	90.00
Premium For This Transaction	\$ 1,265.00	Credits and Debits	\$	-153.00
		This policy is receiving a 4+ year Safe Driver Incentive Plan Discount		\$ -227.00
		Total Policy Premium	\$	1,265.00

VEHICLES COVERED

Veh	Yr	Make	Model	Vehicle ID Number	Sym	Type	St Amt	C/New
001	2007	TYTA	AVALON	4T1BK36B47U228806	16	H		\$ 26,875
002	1996	BMW	Z3	4USCH7325TLB66140	18	P		\$ 28,750
003	2007	TYTA	TACOMA	5TEUU42N47Z372053	15			\$ 22,910

BASE COVERAGES AND PREMIUMS

Insurance is provided where a premium entry is shown for the coverage.

LIABILITY COVERAGES	Limits of Liability	Premium		
		VEH 001	VEH 002	VEH 003
Bodily Injury	\$ 250,000 Each Person and \$ 500,000 Each Accident	\$ 104.00	\$ 104.00	\$ 104.00
Property Damage	\$ 100,000 Each Accident	\$ 64.00	\$ 64.00	\$ 64.00
Medical Payments	\$ 5,000 Each Person	\$ 19.00	\$ 19.00	\$ 19.00
Uninsured Motorist Bodily Injury	\$ 250,000 Each Person and \$ 500,000 Each Accident	\$ 81.00	\$ 74.00	\$ 74.00
PHYSICAL DAMAGE COVERAGES	Limits of Liability	Premium		
Other Than Collision	Actual Cash Value	\$ 70.00	\$ 54.00	\$ 65.00
Less Deductible of:	VEH 001 \$ 250 VEH 002 \$ 250 VEH 003 \$ 250			
Collision	Actual Cash Value	\$ 204.00	\$ 131.00	\$ 193.00
Less Deductible of:	VEH 001 \$ 500 VEH 002 \$ 500 VEH 003 \$ 500			

PERSONAL AUTO POLICY (continued)

BASE COVERAGES AND PREMIUMS

PHYSICAL DAMAGE COVERAGES	Limits of Liability			Premium		
				Vehicle(s) continued from previous page		
Towing and Labor				\$ 6.00	\$ 6.00	\$ 6.00
	VEH 001	VEH 002	VEH 003			
Limit per Disablement:	\$ 50	\$ 50	\$ 50			
Optional Limits	\$	\$	\$			
Transportation Expenses		30 Per Day and 900 Maximum		\$ 10.00	\$ 10.00	\$ 10.00

ADDITIONAL COVERAGES AND PREMIUMS

Veh Title	Premium
001 PERSONAL AUTO ULTRA PLUS	\$ 30.00
002 PERSONAL AUTO ULTRA PLUS	\$ 30.00
003 PERSONAL AUTO ULTRA PLUS	\$ 30.00

CREDITS AND DEBITS

Veh Title	Premium
001 NON-SMOKERS CREDIT	\$ -45.00
001 PASSIVE RESTRAINT DISCOUNT	\$ -6.00
001 ANTI-THEFT DISCOUNT	\$ -4.00
002 NON-SMOKERS CREDIT	\$ -36.00
002 PASSIVE RESTRAINT DISCOUNT	\$ -6.00
002 ANTI-THEFT DISCOUNT	\$ -3.00
003 NON-SMOKERS CREDIT	\$ -44.00
003 PASSIVE RESTRAINT DISCOUNT	\$ -6.00
003 ANTI-THEFT DISCOUNT	\$ -3.00

VEHICLE PREMIUM SUMMARY

Veh	Base Premium	Additional Coverages	Credits and Debits	Total Premium
001	\$ 558.00	\$ 30.00	\$ -55.00	\$ 533.00
002	\$ 462.00	\$ 30.00	\$ -45.00	\$ 447.00
003	\$ 535.00	\$ 30.00	\$ -53.00	\$ 512.00

This policy is receiving a 4+
year Safe Driver Incentive Plan
Discount \$ -227.00
Total Policy Premium \$ 1,265.00

DRIVER INFORMATION

GS = Good Student Discount			DT = Driver Training Discount						
Veh	Driver	License Number	St	Op	DOB	M/F	M/S	GS	DT
001	01 TAMMY MANTIE	02MET59191	NH	P	02/19/1959	F	M	N	N
003	02 SCOTT MANTIE	03MES54261	NH	P	03/26/1954	M	M	N	N

RATING INFORMATION

Veh	Class	Use	Miles	Days	St	Territory	Multi-Car
001	885280 01	WORK	05	5	NH	051	Y
002	885129 01	PLEASURE	00		NH	051	Y
003	885229 01	WORK	05	5	NH	051	Y

Scott J. Mantie, Ph.D.

236 Cram Road
Sanbornton, NH03269

Phone: (518) 339-4010

email: scottjmantie@yahoo.com

INSTITUTIONAL ASSESSMENT & EFFECTIVENESS

Higher Education professional trained to work within the areas of assessment, institutional research and effectiveness. Comprehensive assessment/effectiveness management career in varied institutional settings and constituencies. Broad experience with diverse research issues, strategic planning, institutional research, technology implementation, financial analysis and projection and resource development. Strong leadership, analytic, communication, and institutional development skills. Committed to holistic organizational development through consultative management and information-based decision making.

Looking to apply my broad collection of education, skills and experiences to assist educational institutions to be more efficient and effective through the use of information for decision making.

Core competencies include:

- **Institutional Assessment**
 - Program evaluation/development
 - Environmental scans
 - In-classroom faculty assessment planning
 - Market development
 - Cost/benefit analysis
 - Authentic assessment of student learning
 - Program evaluation
 - Mapping learning using assessment
 - Benchmarking/KPI/Dashboard indicators
 - Faculty credentials/workload
- **Institutional Effectiveness**
 - Cutting-edge Analytical & Statistical Methodologies
 - Strategic & Financial Planning
 - Program/Institution Forecasting
 - Data-driven decision making
 - Presentation skills
 - Market development
 - SWOT analysis
 - Grant writing & administration

QUALIFICATION SUMMARY:

- Creating a culture of inquiry and assessment.
 - Extensive data driven decision making & problem solving background.
 - Author: *Cultivating Data-Based Decision Making In Higher Education: Using Rapid Insight, Inc Veera*
 - Participated at least at the steering committee level in 6 accreditations, reaffirmations or interim reports across 4 accrediting groups
 - Diverse institutional experience: scope 300 – 35,000 student enrollments
 - Utilizes and trains organizations to apply most appropriate state-of-the-art analysis and planning tools.
 - Demonstrated ability to incorporate many methodologies to yield the most useful results.
 - Extremely diverse research and assessment experience.
 - Managed and implemented information hardware, firmware and software technologies at all institutional levels.
 - Demonstrated ability to form collaborative working teams for problem solving & strategic planning.
 - Extensive consulting and presenting related to “real world” applications of research and data collection.
-

RELATED PROFESSIONAL EXPERIENCE:

Higher Education Consultant, May 2012 to Present

Rapid Insight, Inc, North Conway, New Hampshire

- Developing technology driven assessment processes
- Revising my book to add technology driven components of institutional effectiveness and assessment and creating a campus-wide “data-flow” to more effectively accomplish reaccreditations, department reviews, assessment of student learning, strategic planning.
- Benchmark indicator development
- Developing an “assessing assessment” protocol

Director of Institutional Assessment, August 2011 – May 2012

East Carolina University, Greenville, North Carolina

Assisted with preparing university to submit SACS&COC reaccreditation materials. Significant contributions included:

- Codification of assessment materials for 330 academic programs
- Created Black Board (Bb) Institutional Assessment information area to inform faculty
- Connected Nuventive TracDat information with Banner and other disparate university data
- Conceptualized institutional data into useable formats for Deans, Department and Committee Chair persons
- Simplified assessment processes so that all members of the university could understand where they stood regarding the assessment process
- Defined assessment process for Foundations (Gen Ed) Program

Associate Dean for Institutional Research & Effectiveness (title change), July 2010 – July 2011

Plymouth State University, Plymouth, New Hampshire

This represents a title change to reflect the increased broader scope, institution-wide involvement and responsibilities involved with the position.

Associate Dean for Institutional Research & Assessment, August 2006 – July 2010

Plymouth State University, Plymouth, New Hampshire

Data fiduciary for the University. Responsible for the accurate and timely reporting, analysis and integration into data based decision making processes. Additional significant responsibilities include:

- Chairperson: Enrollment Management Advisory Group
- Designed, implemented and currently co-chair institutional strategic planning process.
- Implemented and chaired Data User Group which defined institutional data definitions and libraries.
- Steering Committee: NEASC Self-Study Accreditation Committee and Assessment Advisory Group
- Developed a unique system for identifying comparator & aspirational institutions.
- Grant Writing: Successful grants for the design of data integration and distribution across the NH higher education system.
- Established the University as the initial beta test site for Rapid Insight Inc’s data manipulation and integration software Veera. Subsequently wrote the first user guide for the software.

Scott J. Mantie, Ph.D.

Vice President for Student Affairs, July 2002 – June 2006

State University of New York Institute of Technology (SUNYIT), Utica/Rome, New York.

Chief Student Affairs Officer reporting to the President. Staff of seventy with an annual budget of \$1.9 M. Member of President's cabinet involved in strategic planning, development, budgeting, assessment and operating leadership of twelve departments.

- Comprehensive strategic planning
- Technology implementation
- Institutional benchmarking, assessment and evaluation
- Team building & quality improvement emphasis
- Authored \$1.8M in institutional grants

Interim Vice President for Student Affairs, March 2002 – July 2002

State University of New York Institute of Technology (SUNYIT), Utica/Rome, New York.

Selected by State University of New York's System Administration to direct SUNYIT's Student Affairs area and oversee institution's mission change.

Director of Institutional Research – Technology Sector, State University of New York System Administration, July 2000 – March 2002. State University Plaza, Albany, New York

- Oversight of eight college's institutional research efforts to support decision making (total enrollment 35,000).
- Developed processes for Sector to plan for financial self-sufficiency.
- Supported policy analysis and decision support.
- Supported Executive Director in Sector management.
- Represented Executive Director at a variety of local, state and national meetings.

Director of Institutional Research and Planning, July 1997 – June 2000

The College of Saint Rose, Albany, New York

- Implemented an institutional research & assessment facility.
- Developed an environmental assessment plan.
- Responsible for all aspects of strategic planning and decision support data.
- Developed Institutional benchmarking, change and forecast modeling.
- Target marketing via geo-demographic and census integration.
- Published and presented institutional studies.

Director of Information Systems and Planning, 1991-1997

Medaille College, Buffalo, New York

- Chief Information Officer (CIO) for college
- Implemented an institutional research facility.
- Employed strategic planning model& institutional assessment instruments.
- Responsible for all aspects of administrative computer technology acquisition and implementation.
- Implemented campus internet.
- Expanded environmental scanning analysis& student tracking systems.
- Constructed forecasting models.
- Implemented institution's first connection to the internet.

Scott J. Mantie, Ph.D.

Manager of Systems Services, 1986-1991

Indiana University School of Business, Bloomington, Indiana

- Managed facility computer technology.
- Coordinated and consulted for faculty to access research databases.

Associate Director of Center for University Studies, 1985 – 1988

Indiana University, Bloomington, Indiana

- Worked with Indiana University President Dr. John Ryan to develop Center.
- Conducted research studies in Higher Education.
- Worked directly with Presidents of NCAA institutions for various studies.

Senior Systems Analyst/Consultant, 1984-1986

Indiana University School of Business, Bloomington, Indiana

- Constructed and managed extremely large financial databases.
- Provided advisement to both faculty and student projects.

GRANT DEVELOPMENT & ADMINISTRATION:

Directed or participated in grant development and institutional fund raising accounting for a total of approximately \$5M. Grant involvement included: Government Title III, National Science Foundation, IBM, Collegiate Science & Technology Entry Program (CSTEP), Educational Opportunity Program (EOP), Kellogg Foundation, Teagle Foundation.

RELATED CONSULTING:

Aided and consulted with business, industry, education and medical institutions at senior levels related to evaluation & research design, assessment, technology implementation and organizational development.

PRESENTATIONS & PUBLICATIONS:

Extensively presented and published on topics relating to strategic planning, measuring institutional change and utilizing data for decision making. Designed, created and nationally marketed assessment software program.

- Book: *Cultivating Data-Based Decisions in Higher Education: Using Rapid Insight Veera*
- Proposed Presentation: *Using Technology to Classify and Utilize Assessment Report Data to Increase Efficiency*, SACS&COC Annual Conference, Dec 2012.
- Proposed Presentation: *Developing and Institutional Assessment Infrastructure as the Fundamental Basis for Accreditation*, SACS&COC Annual Conference, Dec 2012.
- Proposed Presentation: *Focusing and Communicating Assessment and Accreditation Information Across Your Institution*, SACS&COC Annual Conference, Dec 2012.
- Proposed Presentation: *Connecting it All for Life Beyond Accreditation*, SACS&COC Annual Conference, Dec 2012.
- Presentation: *Planning for Assessment*, Deans & Associate Deans, East Carolina University, Greenville, NC, Jan 2012.
- Presentation: *Assessment: A Shared Responsibility*, Center for Faculty Excellence, East Carolina University, Greenville, NC, Feb 2012.
- Presentation: *Educational Program Review*, SACS Working Groups, East Carolina University, March 2012.
- Presentation: *Integrating Strategic Planning, Assessment and Data Organization*, 2nd Rapid Insight National User Group Conference, Conway, NH, July 2010.
- Organized first national user group meeting: Of Rapid Insight Inc's Veera & Analytics, June 2009.
- Article: *Plymouth State University Makes Data Count with Rapid Insight Data Integration*, [Information](#)

Scott J. Mantie, Ph.D.

- Management: How Your Business Works, Jan/Feb 2009, online publication.
- Article: *Plymouth State Simplifies Data Integration with Rapid Insight Software*, Campus Technology, Nov. 25, 2008.
 - Article: *Plymouth State University Gets the Picture with Rapid Insight*, Information Management: How Your Business Works, Nov. 18, 2008, online publication.
 - Presentation: System Wide Data Delivery & Depiction May 2007.
 - Presentation: *College Traditions*, NASPA National Convention, Washington, D.C., March 2006.
 - Presentation: *The Future of Technology in Society*, Business Symposium, New England College, 1999.
 - Presentation: *Moving the IR Paradigm: Using Data to Make Decisions*, State University of New York Association for Institutional Research & Planning Officers (AIRPO) Conference and Business Meeting, Binghamton, New York, 1999.
 - Presentation: *Strategic Planning in IR and Organizations: Linking the two to Work Effectively*, State University of New York Association for Institutional Research & Planning Officers (AIRPO) Conference and Business Meeting, Binghamton, New York, 1999.
 - Presentation: *Strategic Planning*, Buffalo Alzheimer's Foundation Board of Director's Workshop, Buffalo, New York, 1997.
 - Presentation: *Strategic Planning for Effective Workshops*, Hockey USA National Conference, Grand Island, New York, 1996.
 - Paper in progress: *The Infusion Planning Model: Applied Quality Management Strategies*.
 - Paper in progress: *Problem Statement Construction*.
 - Dissertation: *Micro Computer Technology Applied to Qualitative Data Analysis*.
 - Presentation: *Computerized Evaluation*, American Museum Association's annual convention, Chicago, Illinois, 1990.
 - Research: *A Study of University President's Compensation*, 1988.
 - Software Creator: *Looking Closely* – program to assess/evaluate visitor behavior in a variety of venues, 1985.
 - Presentation: *Computer Literacy*, American College Personnel Administrators national convention, 1983.
 - Presentation: *Computers in Higher Education*, Ph.D. seminar, Indiana University, 1981.
 - Research: Study on effects of orientation on first semester grades of community college students, 1980.

ACADEMIC & TEACHING EXPERIENCE:

Taught courses related to statistics, statistical software, research design, introduction to computers, human relations, biology and mathematics over sixteen years at the instructor, lecturer, undergraduate and graduate levels. Participated in crafting general education and classroom assessment policies at multiple institutions.

- * Dissertation Committee Member, Plymouth State University, 2011 - Presently
- * Instructor: Teaching Adult Learners, Plymouth State University, 2009 - 2011
- * Instructor: Program Design and Evaluation, Plymouth State University, 2009 - 2011
- * Instructor: Strategic Planning, Plymouth State University, 2009
- * Instructor: Educational Research Design, The College of Saint Rose, 1997-2000.
- * Instructor: Qualitative Research Methodologies, The College of Saint Rose, 1997-2000.
- * Instructor: Introduction to Computers, The College of Saint Rose, 1997-2000.
- * Instructor: Statistics in Society, Medaille College, 1993-1997.
- * Instructor: Elements of Mathematics, Medaille College, 1993.
- * Instructor: Introduction to Biology, Medaille College, 1992.
- * Instructor: Introduction to Nutrition, Medaille College, 1992.
- * Lecturer: Methods and Philosophy of Research, Medaille College, 1991-1997.
- * Lecturer: Survey Design, Medaille College 1992-1997.
- * Instructor: Human Relations, Counseling, Medaille College, 1992-1997.
- * Lecturer: Introduction to Computers, Indiana University School of Business, 1983, 1984.
- * Lecturer: Educational Research Design (MS, PhD levels), Indiana University, 1984.

Scott J. Mantic, Ph.D.

- * Lecturer: Multivariate Analysis (MS, PhD levels), Indiana University, 1981, 1982
- * Lecturer: Non-Parametric Analysis (MS, PhD levels), Indiana University, 1981, 1982
- * Lab Assistant: Advanced statistics, SAS, SPSS, BMDP, Indiana University, 1981, 1982.
- * Lecturer: Statistical Applications – SAS, SPSS, BMDP, Indiana University, 1981, 1982.

PHILANTHROPIC PROFESSIONAL CONTRIBUTIONS:

- Lyme Disease and Chronic Lyme Disease activist, lecturer and researcher, New Hampshire, 2006-2012
 - Participated in WMUR Chronicle program; *"Living with Lyme"*
- Ride for Diabetes, MA Ride for Diabetes Foundation, Boston, MA, 2006 - 2012
- Directed strategic planning for Alzheimer's Foundation of Western New York, Buffalo, NY, 1997.
- Provided strategic planning workshop for Hockey USA National Coaches Conference, Grand Island, NY, 1996.
- Financial planning chairperson, Western New York Amateur Athletic Association, Buffalo, NY, 1995.
- Indiana Special Olympics, Coach, Bloomington, Indiana, 1982 – 1989.

EDUCATION:

Certificate, Cornell School of Industrial and Labor Relations Contemporary Leadership Program, 2006
Cornell University ILR, Albany, New York

Ph.D., Educational Research Inquiry Methodology & Higher Education Administration (double major), 1990
Indiana University, Bloomington, Indiana

M.S., College Student Personnel Administration, 1980
Western Illinois University, Macomb, Illinois

B.A., Natural Sciences, 1977
New England College, Henniker, New Hampshire

References available upon request