

STATE OF NEW HAMPSHIRE
Dept. of Administrative Services
Div. of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: September 18, 2019

NOTICE OF CONTRACT

(Revision)

COMMODITY: Leadership, Process Improvement, and Professional Development Workshops and Desktop Application Training Services (for Department of Administrative Services – Bureau of Education and Training)

CONTRACT NO.: 8002316 **NIGP:** 918-3800

VENDOR: 21st Century Leadership, LLC **VENDOR # :** 248300
PO Box 7893
Loudon, NH 03307

CONTACT PERSON(s): Bernie Sparks
Tel. No.: (603) 226-9675
E-Mail: bgs3402@aol.com

EFFECTIVE FROM: September 1, 2018 **Through:** August 31, 2021

INVOICING & PAYMENTS: Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State's satisfaction.

QUESTIONS: Direct any questions to Ryan Aubert, 603-271-0580 or Ryan.Aubert@das.NH.gov

SCOPE OF WORK

Experience: Instructors must have at least a Master's degree plus a demonstrated teaching experience in the subject area of project management from basic to advanced levels. A doctorate degree is preferred but not required.

State Agency Work Space: The Contractor must have the capability to provide training on-site at the State of New Hampshire Bureau of Training ("BET") training room facilities. BET will provide the necessary workspace, facilities and office equipment, including desktop computers, and will work with the Contractor to ensure that all other necessary requirements are in place at the time of classes.

Online development access to the State's learning management system would be provided as well as physical work space.

Performing Services: The Contractor shall perform all training services according to the requirements and specifications of this Contract and BET.

Confidential Information: The Contractor agrees that all discussions or information gained during an engagement shall be considered confidential and that no information gathered by the Contractor shall be released without prior written consent of the State.

All data processed by the Contractor and/or generated by the system, is the property of the State of New Hampshire. The Contractor must not give, sell, or otherwise disclose any information within State databases, public or otherwise, without the expressed written permission of the owner of the data. The Contractor and all partners will not sell or provide free of charge any data collected on behalf of the State.

Quality Assurance Auditing: The State shall have the option to send a BET employee to each course to observe and review the quality of the presentation.

Class Evaluation Forms: The Contractor shall distribute a BET provided evaluation form to all participants in all classes.

Course Evaluation Report: Within two (2) weeks from the end of any class, the Contractor must submit a report, with participant class assessments, to BET. The report shall include the student evaluations of the class instructor and course. Report format will be provided to the successful bidders by BET.

All services performed under this Contract(s) shall be performed between the hours of 8:00 A.M. and 4:00 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges will be paid for any off-hour work.

The Contractor shall not commence work until a conference is held with BET, at which representatives of the Contractor and the State are present. The conference will be arranged by the requesting agency (State).

The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

The Contractor or their personnel shall not represent themselves as employees or agents of the State.

While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel shall observe all regulations or special restrictions in effect at the State Agency.

The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

If **sub-contractors** are to be utilized, Contractor shall provide information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work.

PRICING STRUCTURE

SOFT SKILL	TOTAL COST PER DAY
Personal Workplace Communication	\$600.00
Speaking Presentation Dynamics	\$600.00
Motivating Employees	\$600.00
Conducting Effective Meetings	\$600.00
Leadership	\$600.00
Conflict Resolutions	\$700.00
Performance Evaluation	\$600.00
Customer Service	\$600.00
Supporting Employee Performance	\$600.00
Train the Trainer	\$600.00