STATE OF NEW HAMPSHIRE

DEPT. OF ADMINISTRATIVE SERVICES
BUREAU OF PURCHASE AND PROPERTY

INTER-DEPARTMENT COMMUNICATION

DATE: SEPTEMBER 12, 2013

FROM: Robert B. Lawson, Purchasing Agent
Bureau of Purchase & Property

TO: Rudolph W. Ogden
Robert D. Stowell
Michael P. Connor
Linda M. Hodgdon

SUBJECT: AWARD OF CONTRACT FOR TRAINING SERVICES

Attached for your approval are the contract documents for a Statewide contract for Training Services for the Bureau of Education and Training, which we are recommending. This contract will run for a period of approximately 36 months until 8/31/16.

This recommendation is based on an evaluation of responses to State's RFB #2-14 for a Contract for Training Services.

This is the fourth contract submitted.

This Bid allowed for the award of up to 4 contracts for each of the three categories of training contained within the bid. This vendor is being awarded under Section 3 of the bid for Soft Skills Training.

Commissioner's signature is requested on the attached document as indicated by signature arrows.

Vendor Contract for Approval

Brady Development Solutions, LLC, for Soft Skills Training

STATE OF NEW HAMPSHIRE APPROVAL SIGNATURE PAGE

VENDOR Brady Development Solutions, LLC

CONTRACT FOR AWARD OF BID 2-14 FOR TRAINING SERVICES

EFFECTIVE THROUGH AUGUST 31, 2016

* * * * * * *

SUBMITTED FOR ACCEPTANCE BY:

ROBERT LAWSON, PURCHASING AGENT
BUREAU OF PURCHASE AND PROPERTY

DATE 9/12/13

REVIEWED BY:

RUDOLPH W. OGDEN, ADMINISTRATOR
BUREAU OF PURCHASE AND PROPERTY

DATE 9/16/13

RECOMMENDED FOR ACCEPTANCE BY:

ROBERT STOWELL, ADMINISTRATOR
BUREAU OF PURCHASE AND PROPERTY

DATE 9/16/13

ENDORSED FOR ACCEPTANCE BY:

MICHAEL P. CONNOR, DEPUTY COMMISSIONER,
DEPARTMENT OF ADMINISTRATIVE SERVICES

DATE 9/18/13

ACCEPTED FOR THE STATE OF NEW HAMPSHIRE UNDER THE AUTHORITY GRANTED TO ME BY NEW HAMPSHIRE REVISED STATUTES, ANNOTATED 21-I:14, XII.

LINDA M. HODGDON, COMMISSIONER
DEPARTMENT OF ADMINISTRATIVE SERVICES

DATE 9/23/13

Subject: Training Services - SOFT SKILLS & COMPUTER SKILLS WORKSHOPS

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name State of New Hampshire Administrative Services		1.2 State Agency Address 25 Capitol Street, Room 102 Concord, NH 03301	
1.3 Contractor Name Brady Development Solutions, LLC		1.4 Contractor Address 40 Bruce Rd., Manchester, NH 03104	
1.5 Contractor Phone Number 603 854-0227	1.6 Account Number	1.7 Completion Date August 31, 2016	1.8 Price Limitation $15,000.00
1.9 Contracting Officer for State Agency Robert Lawson, Purchasing Agent		1.10 State Agency Telephone Number 603-271-3147	
1.11 Contractor Signature Lorretta Clark Brady		1.12 Name and Title of Contractor Signatory Loretta Clark Brady, Ph.D., ABACP founder	

1.13 Acknowledgement: State of NH, County of Hillsboro

On 9/6/13, 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] Deborah Hasketh

1.13.2 Name and Title of Notary Public or Justice of the Peace Deborah Hasketh, JP

DEBORAH A. HASKETH, Notary Public
My Commission Expires October 6, 2015

1.14 State Agency Signature Linda M. Hodgdon	1.15 Name and Title of State Agency Signatory Linda M. Hodgdon, Commissioner Administrative Services

1.16 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)*

By: Director, On:

1.17 Approval by the Attorney General (Form, Substance and Execution)

By: On:

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.

Contractor Initials LB
Date 9/6/13

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.

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.

Contractor Initials LB
Date 9/6/13

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.

Contractor Initials LB
Date 9/6/10

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 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.

Contractor Initials LB
Date 9/6/13

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.

Contractor Initials VB
Date 9/6/13

EXHIBIT A
SCOPE OF SERVICES

GLOSSARY OF TERMS

Terms used in this document are defined as follows:

- State – State of New Hampshire
- BET – Bureau of Education and Training
- BPP – Bureau of Purchase and Property
- Information Technology – refers to the tools and processes used for the gathering, storing, manipulating, transmitting, sharing and sensing of information including, but not limited to, data processing, computing, information systems, telecommunications, and various audio and video technologies
- Normal Business Hours – 8:00 am to 4:00 pm EST, Monday through Friday, excluding State holidays

1. INTRODUCTION

Brady Development Solutions, LLC (hereinafter referred to as the "Contractor") hereby agrees to provide the State of New Hampshire with Training Services – Soft Skills & Computer Skills Workshops in accordance with NH State Bid #2-14 and as described herein.

2. CONTRACT DOCUMENTS

This Contract consists of the following documents ("Contract Documents") in order of precedence:

a. State of New Hampshire Terms and Conditions, General Provisions Form P-37
b. EXHIBIT A Scope of Services
c. EXHIBIT B Payment Schedule
d. EXHIBT C Special Provisions

Contractor Initials LB
Date 9/6/13

e. EXHIBIT D RFB 2-14

3. TERM OF CONTRACT

This Contract shall commence upon the approval of Commissioner of the Department of Administrative Services through August 31, 2016, a period of approximately three (3) years. The Contract may be extended for additional periods of time thereafter under the same terms, conditions and pricing structure upon the mutual agreement between the Contractor and the Bureau of Purchase and Property, subject to the approval of the Commissioner of the Department of Administrative Services; however the Contract shall not exceed a period of more than five (5) years.

4. TERMINATION

The State of New Hampshire shall have the right to terminate the Contract at any time by giving the Contractor a thirty (30) day written notice.

5. SCOPE OF SERVICES - GENERAL REQUIREMENTS

Contractor shall provide training services for professional courses and workshops for Department of Administrative Services (DAS) and NH Bureau of Education & Training (BET).

Contractor shall be responsible for all set-up, administration, course materials, Contractor travel expenses and all other costs associated with providing a class at a BET training site in Concord NH.

Services shall be consistent with all the terms and conditions set forth in this Contract.

Contractor shall be solely responsible for meeting all terms and conditions in this Contract.

Contractor Initials LB
Date 9/6/13

6. ELIGIBLE PARTICIPANTS

Political sub-divisions (counties, cities, towns, school districts, special district or precinct, or any other governmental organization), or any nonprofit agency under the provisions of section 501c of the federal internal revenue code, are eligible to participate at their discretion. In doing so, they are entitled to the prices established under the contract(s). However, they are responsible for their association with the Contractor. The State of New Hampshire assumes no liability of any kind between the Contractor and any of these entities.

7. BALANCE OF COURSE OFFERINGS

During the term of this Contract, BET may request that the Contractor provide a course not already specified. BET will provide the Contractor with a specific training request and the number of students to participate. The Contractor will provide a written price quotation that may not exceed $600 for any single day of training. BET may negotiate that price to remain within certain budget criteria.

8. 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.

9. CLASS EVALUATION FORMS

The Contractor shall distribute a BET provided evaluation form to all participants in any class.

10. COURSE EVALUATION REPORT

Contractor Initials LB
Date 9/6/13

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

11. COURSE SCHEDULING

The BET shall work with the Contractor to schedule classes at a mutually agreeable date and time.

12. STATE AGENCY WORK SPACE

Contractor shall provide training on-site at State of New Hampshire BET training room facilities. The BET will provide 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 time of classes.

13. QUALIFICATIONS

Instructors who will provide training in Management and other Non-Technical training courses shall have a Masters degree in Business, Public Administration, Organizational Development, or other appropriate certifications, and shall have a minimum of three years experience in adult training and education.

14. SPECIAL SITUATIONS

During the term of the Contract BET may have a need to offer a course but due to low enrollment or some other budgetary constraint it would not be feasible to offer the course at the contracted price. In such a situation BET and the Contractor may negotiate an acceptable price for the presentation of that class so as to remain within the available budget.

15. OBLIGATIONS and LIABILITY OF THE CONTRACTOR

Contractor shall do all the work and furnish all the materials, tools, equipment and safety devices necessary to perform a training class.

Contractor shall complete the entire work to the satisfaction of the State and in accordance with the specifications herein mentioned, at the price herein agreed upon and fixed therefore. All the work, labor and equipment to be done and furnished under this contract(s), shall be done and furnished strictly pursuant to, and in conformity with the specifications described herein, and the directions of the State representatives as given from time to time during the progress of the work, under the terms of this contract.

Contractor Initials LB
Date 9/6/13

The Contractor agrees that any damage or injury to buildings, materials, and equipment or to other property during the performance of this service will be repaired at their own expense.

Contractor Initials LB
Date 9/6/13

EXHIBIT B
PAYMENT TERMS

The contract price limitation for this contract is $15,000.00. The following pricing and payment terms apply:

INVOICING:
Invoices shall be submitted after completion of work to the requesting agency.

No reimbursement by the State for travel time or mileage shall be allowed.

PAYMENTS:
Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State's satisfaction. Said payments shall be made electronically or by a check mailed to the address in Section 1.4 of this Contract.

COST TABLES

COST OF SERVICES:

The Contractor shall provide Training Services as set forth in Exhibit A, according to the following pricing.

Contractor Initials LB
Date 9/6/13

COST TABLES

SECTION 3 - SOFTSKILLS		
SUBMITTED PRICING MAY NOT EXCEED $600 PER DAY, PER COURSE, INCLUDING TRAINING MATERIALS		
Topics	Total Cost Per Day	Course Duration
Professional Workplace Communication	$595.00	1 Day
Speaking and Presentation Dynamics	$595.00	1 Day
Motivating Employees	$595.00	1 Day
Leadership	$595.00	1 Day
Managing Stress	$595.00	1 Day
Understanding Personality Type and Communication Styles	$595.00	1 Day
Conflict Resolution	$595.00	1 Day

Contractor Initials LB
Date_____

EXHIBIT C
SPECIAL PROVISIONS

1. There are no special provisions for this Contract.

Contractor Initials LB
Date 9/6/13

EXHIBIT D

RFB 2-14 is incorporated herewith.

Contractor Initials LB
Date 9/6/13

CERTIFICATE OF AUTHORITY/VOTE
(Limited Liability Company)

I, Loretta Carle Brady, hereby certify that:
(Name of Sole Member/Manager of Limited Liability Company, Contract Signatory – Print Name)

1. I am the Sole Member/Manager of the Company of Brady Development Solutions, LLC.
(Name of Limited Liability Company)

2. I hereby further certify and acknowledge that the State of New Hampshire will rely on this certification as evidence that I have full authority to bind Brady Development Solutions LLC
(Name of Limited Liability Company)

and that no corporate resolution, shareholder vote, or other document or action is necessary to grant me such authority.

(Contract Signatory – Signature)

9/6/13
(Date)

STATE OF New Hampshire
COUNTY OF Hillsborough

On this the 10th (Day) day of September (Month) 20 13 (Yr), before me Deborah Hesketh (Name of Notary Public / Justice of the Peace), the undersigned officer, personally appeared Loretta Carle Brady (Contract Signatory – Print Name), known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

(NOTARY SEAL)

Deborah Hesketh
(Notary Public / Justice of the Peace -Signature)

DEBORAH A. HESKETH, Notary Public
My Commission Expires October 6, 2015

Commission Expires: _____

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online

Date: 8/1/2013

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
Brady Development Solutions, LLC	Legal

Limited Liability Company - Domestic - Information

Business ID:	580696
Status:	Good Standing
Entity Creation Date:	7/6/2007
Principal Office Address:	40 Bruce Road Manchester NH 03104
Principal Mailing Address:	40 Bruce Road Manchester NH 03104
Last Annual Report Filed Date:	3/18/2013
Last Annual Report Filed:	2013

Registered Agent

Agent Name:	Brady, Loretta Carle, PhD
Office Address:	92 Maynard Avenue Manchester NH 03103
Mailing Address:	

Important Note: The status reflected for each entity on this website only refers to the status of the entity's filing requirements with this office. It does not necessarily reflect the disciplinary status of the entity with any state agency. Requests for disciplinary information should be directed to agencies with licensing or other regulatory authority over the entity.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/08/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Richard Lombardi
1837 Elm st
StateFarm Manchester, NH, 03104

CONTACT NAME: Richard Lombardi
PHONE (A/C, No, Ext): 603-623-4675 FAX (A/C, No): 603-623-2962
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: State Farm Fire and Casualty Company	25143
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Brady Development Solutions LLC
C/O Loretta Brady
40 Bruce Rd
Manchester, NH, 03103

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY			Application	08/15/2013	08/15/2014	EACH OCCURRENCE	$ 2,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
	CLAIMS MADE X OCCUR						MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$ 4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	POLICY PROJECT LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

State Of NH Bureau of Education and Training
101 Pleasant St.
Concord, NH, 03301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Richard L. Lombardi

STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER

Date: May 13, 2013

Company Name: Brady Development Solutions, LLC
Address: 40 Bruce Rd Manchester NH 03104

To: Point of Contact: **Robert Lawson**
Telephone: (603)-271-3147
Fax: (603) 271-7564
Email: prchweb@nh.gov

RE: **Bid Invitation Name:** **TRAINING SERVICES – SOFT SKILLS & COMPUTER SKILLS WORKSHOPS**

Bid Number: **BID 2-14**

Bid Opening Date and Time: May 13, 2013 @ 11:30 AM

Dear **Robert Lawson**:

[Insert name of signor]Loretta L.C. Brady, Ph.D., APA-CP, on behalf of Brady Development Solutions, LLC [insert name of entity submitting Bid (collectively referred to as "Vendor") hereby submits an offer as contained in the written Bid submitted herewith ("Bid") to the State of New Hampshire in response to BID # 2-14 for **TRAINING SERVICES – SOFT SKILLS & COMPUTER SKILLS WORKSHOPS** Contract(s) at the price(s) quoted herein in complete accordance with the Bid.

Loretta L.C. Brady, Ph.D., APA-CP is authorized to legally obligate Brady Development Solutions, LLC

Print Signor Name Print Company Name

Vendor attests to the fact that:

1. The Vendor has reviewed and agreed to be bound by the terms of the Request for Bid.
2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
3. The Bid is effective for a period of 180 days from the Opening date as indicated above.
4. The prices Vendor has quoted in the Bid were established without collusion with other vendors.
5. The Vendor has read and fully understands this Request for Bid.
6. Further, in accordance with RSA 21-I:11-c, the undersigned Vendor certifies that neither the Vendor nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management responsibility for the entity or association):

   a. Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
   b. Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
   c. Has previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
   d. Is currently debarred from performing work on any project of the federal government or the government of any state;
   e. Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
   f. Is presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;
   g. Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
   h. Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
   i. Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
   j. Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

Authorized Signor's Signature **Authorized Signor's Title** Founder, Principal

NOTARY PUBLIC/JUSTICE OF THE PEACE

COUNTY: Hillsborough **STATE:** NH **ZIP:** 03102

On the 11th **day of** June**, 2013, personally appeared before me, the above named** Loretta Brady**, in his/her capacity as authorized representative of** Brady Dev. S.**, known to me or satisfactorily proven, and took oath that the foregoing is true and accurate to the best of his/her knowledge and belief.**

In witness thereof, I hereunto set my hand and official seal.

(Notary Public/Justice of the Peace)

My commission expires: August 24, 2016 **(Date)**

Form P37-B

STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER

Date: May 13, 2013

Company Name: Brady Development Solutions, LLC
Address: 40 Bruce Rd Manchester NH 03104

[illegible] Contact: Robert Lawson
Telephone: (603) 271-3147
Fax: (603) 271-2564
Email: [illegible]

RE: Bid Invitation Name: TRAINING SERVICES – SOFT SKILLS & COMPUTER SKILLS WORKSHOPS

Bid Number: RFP 2-14

Bid Opening Date and Time: May 13, 2013 @ 11:30 AM

Dear Robert Lawson:

[illegible] Loretta L.C. Brady, Ph.D., APA-CP, on behalf of Brady Development Solutions, LLC [insert name of entity submitting bid] (collectively referred to as "Vendor") hereby submits an offer as contained in the written bid submitted herewith ("Bid") to the State of New Hampshire in response to RFP # 2-14 for **TRAINING SERVICES – SOFT SKILLS & COMPUTER SKILLS WORKSHOPS** ("Contract(s)") at the price(s) quoted herein in complete accordance with the Bid.

Loretta L.C. Brady, Ph.D., APA-CP is authorized to legally obligate Brady Development Solutions, LLC

Print Signor Name — Print Company Name

Vendor attests to the fact that:

1. [illegible] reviewed and agrees to be bound by the terms of the Request for Bid.
2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
3. The Bid will remain open and valid for a period of 180 days from the Opening date as indicated above.
4. The prices quoted in the Bid were established without collusion with other vendors.
5. The Vendor has read and fully understands this Request for Bid.
6. Pursuant to requirements of RSA 21-I:11-c, the undersigned Vendor certifies that neither the Vendor nor any of its subsidiaries, affiliates or principal officers (collectively referred to as "Vendor") has been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled or otherwise lawfully terminated, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
   b. Has been convicted, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
   c. Has knowingly provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document required by the State of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
   d. Has been debarred from performing work on any project of the federal government or the government of any state;
   e. Has been notified of and failed to cure a default on any contract with the federal government or the government of any state;
   f. Has been subject to any order of the department of labor, the department of employment security, or any other state department, agency, commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, commission is charged with implementing;
   g. Has been subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, and commission, which sanction or penalty has not been fully discharged or fulfilled;
   h. Has been convicted of or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
   i. Has been convicted to achieve the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or
   j. Has been convicted within 30 days of such conviction, plea, finding, or debarment; or
   k. Has been convicted on the disclosed parties list described in RSA 21-I:11-c within the past year.

[illegible] Ph.D.
Authorized Signor's Signature — Authorized Signor's Title: Founder, Principal

NOTARY PUBLIC/JUSTICE OF THE PEACE

COUNTY: [illegible] STATE: NH ZIP: 03102

On this [illegible] June 2013, personally appeared before me, the above named Loretta Brady in his/her capacity as [illegible] representative of Brady Dev. S. known to me or satisfactorily proven, and took oath that the foregoing is true and accurate to the best of his/her knowledge and belief.

In witness whereof I hereunto set my hand and official seal.

[illegible]
Notary Public/Justice of the Peace

My commission expires: August 24, 2016 (Date)

NOTARY PUBLIC NEW HAMPSHIRE

May | 13

Brady Development Solutions, LLC bid reply NH B.E.T. RFB 2-14

Loretta L.C. Brady, Ph.D. , APA-CP

40 Bruce Road, Manchester NH 03104

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STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER

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To: Point of Contact: **Robert Lawson**
Telephone: (603)-271-3147
Fax: (603) 271-7564
Email: prchweb@nh.gov
RE: **Bid Invitation Name:** **TRAINING SERVICES – SOFT SKILLS & COMPUTER SKILLS WORKSHOPS**
Bid Number: **BID 2-14**
Bid Opening Date and Time: May 13, 2013 @ 11:30 AM

Dear **Robert Lawson**:
[Insert name of signor] Loretta L.C. Brady, Ph.D., APA-CP, on behalf of Brady Development Solutions, LLC [insert name of entity submitting Bid (collectively referred to as "Vendor") hereby submits an offer as contained in the written Bid submitted herewith ("Bid") to the State of New Hampshire in response to BID # 2-14 for **TRAINING SERVICES – SOFT SKILLS & COMPUTER SKILLS WORKSHOPS** Contract(s) at the price(s) quoted herein in complete accordance with the Bid.

Loretta L.C. Brady, Ph.D., APA-CP is authorized to legally obligate Brady Development Solutions, LLC
Print Signor Name Print Company Name
Vendor attests to the fact that:

1. The Vendor has reviewed and agreed to be bound by the terms of the Request for Bid.
2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
3. The Bid is effective for a period of 180 days from the Opening date as indicated above.
4. The prices Vendor has quoted in the Bid were established without collusion with other vendors.
5. The Vendor has read and fully understands this Request for Bid.
6. Further, in accordance with RSA 21-I:11-c, the undersigned Vendor certifies that neither the Vendor nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management responsibility for the entity or association):
   a. Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
   b. Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
   c. Has previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
   d. Is currently debarred from performing work on any project of the federal government or the government of any state;
   e. Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
   f. Is presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;
   g. Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
   h. Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
   i. Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
   j. Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

IF OFFEROR/CONTRACTOR

Authorized Signor's Signature _____ **Authorized Signor's Title** Founder, Principal

NOTARY PUBLIC/JUSTICE OF THE PEACE
COUNTY: _____ **STATE:** _____ **ZIP:** _____
On the ____ day of _____, 2013, personally appeared before me, the above named _____, in his/her capacity as authorized representative of _____, known to me or satisfactorily proven, and took oath that the foregoing is true and accurate to the best of his/her knowledge and belief.
In witness thereof, I hereunto set my hand and official seal.

_____
(Notary Public/Justice of the Peace)

My commission expires: _____ **(Date)**

Form P37-B

REQUEST FOR BID FOR A CONTRACT(S) TO
PROVIDE TRAINING SERVICES – SOFT SKILLS & COMPUTER SKILLS WORKSHOPS
(DAS & NH Bureau of Education & Training (BET)
THE STATE OF NEW HAMPSHIRE

PURPOSE:
This is a request for bid issued by the Department of Administrative Services (DAS) Division of Plant and Property Management, to establish a contract(s) for training services, for computer skills, desktop applications, technical applications, professional courses and workshops for Department of Administrative Services (DAS) and NH Bureau of Education & Training (BET) in accordance the requirements of this Bid invitation and any resulting contract(s).

The courses included in this RFB are those offered to public employees by BET, a division of the Department of Administrative Services. In addition to the in-house training staff employed by the State, the agency has a need to hire individual instructors who can provide training classes in various technical and professional skills.

The employees who will participate in the training programs will have varying degrees of skills with technology. The goal is to provide students with technical knowledge and hands-on experience that will enable them to be proficient in using the technology and problem solving skills necessary to perform their various job functions.

ELIGIBLE PARTICIPANTS:
Political sub-divisions (counties, cities, towns, school districts, special district or precinct, or any other governmental organization), or any nonprofit agency under the provisions of section 501c of the federal internal revenue code, are eligible to participate at their discretion. In doing so, they are entitled to the prices established under the contract(s). However, they are responsible for their association with the successful Vendor. The State of New Hampshire assumes no liability of any kind between the successful Vendor and any of these entities.

SPECIFICATIONS:
Complete specifications required are detailed in **SCOPE OF SERVICES** in this bid. In responding to the bid, the vendor shall address all requirements for information as outlined.

VENDOR RESPONSIBILITY:
The successful Vendor shall be solely responsible for meeting all terms and conditions specified in the bid, and any resulting contract(s).

TERMS OF SUBMISSION:
All material received in response to this bid shall become the property of State and will not be returned to the Vendor. Regardless of the Vendors selected, State reserves the right to use any information presented in a Bid response. The content of each Vendor's bid shall become public information once a contract(s) has been awarded.

Complete bids shall be filled out on original Bid format. Vendors may submit additional paperwork with pricing, but all pricing shall be on Bid and in the State's format.

LIABILITY:
The State shall not be held liable for any costs incurred by the vendor in the preparation of their bid or for work performed prior to contract(s) issuance.

CERTIFICATE OF INSURANCE:
Vendors awarded a contract(s) shall be required to submit proof of Comprehensive General Liability prior to performing any services for the State. The coverage shall have appropriate riders against all claims of bodily injury, death or property damage, in amounts of not less than $250,000.00 per claim and $2,000,000.00 per incident or $1,000,000.00 per occurrence and $1,000,000.00 umbrella. Coverage shall also include automobile liability and workers' compensation.

CONTRACT(S) TERMS AND CONDITIONS:
The vendor's signature on a bid submitted in response to this bid guarantees that all of the State of New Hampshire's Terms and Conditions are accepted by the Vendor.

The form contract(s) P-37 attached hereto shall be part of this bid and the basis for the contract(s). The successful Vendor and the State, following notification, shall promptly execute this form of contract(s), which is to be completed by incorporating the service requirements and price conditions established by the vendor's offer.

The term of the contract shall be from the date of award through August 31, 2016, a period of approximately 3 year{s}. The contract may be extended for additional periods of time thereafter under the same terms, conditions and pricing structure upon the mutual agreement between the successful Vendor and the Bureau of Purchase and Property, subject to the approval of the Commissioner of the Department of Administrative Services; however the contract shall not exceed a period of more than five (5) years.

PUBLIC DISCLOSURE OF BID SUBMISSIONS:
Generally, all bids and proposals (including all materials submitted in connection with them, such as attachments, exhibits and addenda) become public information upon the effective date of a resulting contract or purchase order. However, to the extent consistent with applicable state and federal laws and regulations, as determined by the State, including, but not limited to, RSA Chapter 91-A (the "Right-to-Know" Law), the State will attempt to maintain the confidentiality of portions of a bid that are clearly and properly marked by a Vendor as confidential. Any and all information contained in or connected to a bid or proposal that a Vendor considers confidential must be clearly designated in a manner that draws attention to the designation. The State shall have no obligation to maintain the confidentiality of any portion of a bid, proposal or related material, which is not so marked. Marking an entire bid, proposal, attachment or sections thereof confidential without taking into consideration the public's right to know will neither be accepted nor honored by the State. Notwithstanding any provision of this RFP/RFB to the contrary, pricing will be subject to public disclosure upon the effective date of all resulting contracts or purchase orders, regardless of whether or not marked as confidential. If a bid or proposal results in a purchase order or contract, whether or not subject to approval by the Governor and Executive Council, all material contained in, made part of, or submitted with the contract or purchase order shall be subject to public disclosure.

If a request is made to the State by any person or entity to view or receive copies of any portion of a bid or proposal, and if disclosure is not prohibited under RSA 21-I: 13-a, Vendors acknowledge and agree that the State may disclose any and all portions of the bid, proposal or related materials which is not marked as confidential. In the case of bids, proposals or related materials that contain portions marked confidential, the State will assess what information it believes is subject to release; notify the Vendor that the request has been made; indicate what, if any, portions of the bid, proposal or related material will not be released; and notify the Vendor of the date it plans to release the materials. The State is not obligated to comply with a Vendor's designation regarding confidentiality.

By submitting a bid or proposal, the Vendor agrees that unless it obtains and provides to the State, prior to the date specified in the notice described in the paragraph above, a court order valid and enforceable in the State of New Hampshire, at its sole expense, enjoining the release of the requested information, the State may release the information on the date specified in the notice without any liability to the Vendor.

TERMINATION:
The State of New Hampshire shall have the right to terminate the contract(s) at any time by giving the successful Vendor a thirty (30) day written notice.

VENDOR CERTIFICATIONS:

ALL Vendors **SHALL** be duly registered as a Vendor authorized to conduct business in the State of New Hampshire. Vendors shall comply with the certifications below at the time of submission and through the term of any contract which results from said bid. Failure to comply shall be grounds for disqualification of bid and/or the termination of any resultant contract:

STATE OF NEW HAMPSHIRE VENDOR APPLICATION: Vendor **SHALL** have a completed Vendor Application and Alternate W-9 Form which **SHALL** be on file with the NH Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms (no fee): http://admin.state.nh.us/purchasing/Contractor.asp

NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION: A bid award, in the form of a contract(s), will **ONLY** be awarded to a Vendor who is registered to do business **AND** in good standing with the State of New Hampshire. Please visit the following website to find out more about the requirements for registration with the NH Secretary of State: http://www.sos.nh.gov/corporate.

CONFIDENTIALITY & CRIMINAL RECORD: If Applicable, by the using agency, the Vendor will have signed by each of employees or its approved sub-contractor(s), if any, working in the office or externally with the State of New Hampshire records a Confidentiality form and Criminal Record Authorization Form. These forms shall be returned to the individual using agency prior to the start of any work.

BID INQUIRIES:

All questions regarding this bid, including clarifications and proposed specification changes shall be submitted to Bob Lawson, Purchasing Agent, Bureau of Purchase and Property, at bob.lawson@nh.gov., or Telephone number: 603-271-3147. All requests shall be submitted five business days prior to bid opening date. Vendor shall include complete contact information including the vendor's name, telephone number and fax number and e-mail address.

VENDOR'S RESPONSIBILITY:

Read the entire bid invitation prior to filling it out. Complete the pricing information in the "Offer" section and all other required information on your offer. Also complete the "Vendor Contact Information" section. Finally, complete the company information on the "General Conditions and Instructions" page of this bid invitation, then sign the bid in the space provided on that page.

All State of New Hampshire bid invitations and addenda to these bid invitations are advertised on our website at: http://admin.state.nh.us/purchasing/index2.asp

It is a prospective Vendor's responsibility to access our website to determine any bid invitation under which they wish to participate. It is also the Vendor(s)'s responsibility to access our website for any posted addendum.

The website is update several times per day; it is the responsibility of the prospective Vendor(s) to access the website frequently to ensure no bidding opportunity or addenda are overlooked.

It is the prospective Vendor's responsibility to forward a signed copy (if the form has a signature block) of any addenda to the Bureau of Purchase and Property with the bid response.

INSTRUCTIONS TO VENDOR(S):

Read the entire bid invitation prior to filling it out. In the preparation of your bid response you shall:

Complete the pricing information in the "Offer" section
Complete all other required information on your officer
Complete the "Vendor(s) Contact Information" section
Complete the company information on the "General Conditions and Instructions" page, and sign the bid in the space provided on that page.

IF AWARDED A CONTRACT, The Vendor must complete the following sections of the attached agreement State of New Hampshire Form #P-37;

Section 1.3 Contractor(s) Name
Section 1.4 Contractor(s) Address
Section 1.11 Contractor(s) Signature
Section 1.12 Name & Title of Contractor(s) Signor
Section 1.13 Acknowledgement
Section 1.13.1 Signature of Notary Public or Justice of the Peace
Section 1.13.2 Name & Title of Notary or Justice of the Peace

Provide certificate of insurance with the minimum limits required as described above on Page 2.

Provide a certificate of good standing from the NH Secretary of State or proof of your completion of and payment for the start of the registration process.

Provide a Corporate Resolution or Certificate of Authority. This document provides evidence that the person signing the Contract has the corporate authority to sign such agreements.

BID DUE DATE:

All bid submissions shall be received at the Bureau of Purchase and Property no later than the date and time shown on transmittal letter of this Bid. Submissions received after the date and time specified will be marked as "Late" and will not be considered in the evaluation process.

All offers shall remain valid for a period of one hundred and eighty (180) days from the bid due date. A vendor's disclosure or distribution of bids other than to DAS, Bureau of Purchase and Property may be grounds for disqualification.

BID SUBMISSION:

This bid may have been delivered to you in a facsimile or web based format. Vendor shall return their signed complete hard copy or complete fax copy offers to the Bureau of Purchase and Property before the date and time above in "Bid Submission".

Submission of bid in its entirety via mail, fax (603-271-7564) or email (prchweb@nh.gov)
to: Robert Lawson, Purchasing Agent

NH Bureau of Purchase and
Property 25 Capitol Street - Room
102 Concord NH 03301

Bid responses shall be marked as:

State of New Hampshire RFB 2-14
Due Date: May 13, 2013 @ 11:30 AM
TRAINING SERVICES – SOFT SKILLS & COMPUTER SKILLS WORKSHOPS

AWARD:

The award may be made to one or more (no more than 4 contracts for each of the three Sections) responsible bidder(s) meeting the criteria established in this RFB and providing the lowest cost as shown in the offer section. The State reserves the right to reject any or all bids or any part thereof.

Any resulting contract(s) shall become effective on the date approved by the Commissioner of Department of Administrative Services for the State of New Hampshire.

COURSE PRICING:

Vendor may offer pricing on one or more of the items shown in the Course Pricing Table. The pricing must include all set-up, administration, course materials, vendor travel expenses and all other costs associated with providing a class at a BET training site in Concord NH. During the term of any resulting contract BET may have a need to offer a course but due to low enrollment or some other budgetary constraint it would not be feasible to offer the course at the submitted bid price. In such a situation BET and the contracted vendor may negotiate an acceptable price for the presentation of that class so as to remain within the available budget.

BALANCE OF COURSE OFFERINGS:

During the term of any resulting contract(s), BET may request that a contracted Vendor provide a course not contained within this bid request. BET will provide the relevant contracted Vendors with a specific training request and the number of students to participate. The Vendor will provide a written price quotation that may not exceed $600 for any single day of training. BET may negotiate that price to remain within certain budget criteria.

NOTIFICATION AND AWARD OF CONTRACT(S):

Bid results will not be given by telephone. For Vendors wishing to attend the bid opening: only the names of the vendors submitting responses will be made public. Specific response information will not be given out. Bid results will be made public after final approval of the contract(s).

Bid results may also be viewed on our website at http://www.state.nh.us/purchasing/Bid.asp.

NON-COMMITMENT:

The solicitation of the Request for Bid shall not commit DAS to award a contract.

TERMINATION FOR CAUSE:

If, for any reason, or through any cause, the Vendor fails to fulfill in timely and proper manner his obligations under the Contract, or if the contracted Vendor violates any of the covenants, agreements, or stipulations of the Contract, the State shall thereupon have the right to terminate the contract by giving written notice to the contracted Vendor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination.

DEFINITION OF TERMS:

State – State of New Hampshire
BET – Bureau of Education and Training
BPP – Bureau of Purchase and Property
Vendor – A company or individual submitting a bid in response the this RFB
Information Technology – refers to the tools and processes used for the gathering, storing, manipulating, transmitting, sharing and sensing of information including, but not limited to, data processing, computing, information systems, telecommunications, and various audio and video technologies
Normal Business Hours – 8:00 am to 4:00 pm EST, Monday through Friday, excluding State holidays

SCOPE OF SERVICES

COURSE OFFERINGS:

This RFB is submitted to fulfill a call for "Soft Skills Training" to be delivered on behalf of the New Hampshire Bureau of Education & Training within the Personnel Division of the State of New Hampshire. These trainings are an essential component to talent development within the state government and this proposal seeks to provide these trainings in a manner that improves knowledge and skill within a safe learning environment that attends to the various learning styles of the audience. Method of delivery will include interactive lecture with multimedia, didactic seminar discussions, and experiential roll plays as is appropriate to the content delivered. This specific bid intends to offer the following courses: Professional Communication in the Workplace, Speaking and Presentations Dynamics, Motivating Employees, Leadership, Managing Stress, Understanding Personality Types and Communication Styles, and Conflict Resolution.

TRAINING MATERIALS:

Proposed Syllabi are below. For each syllabi the following proposed agenda is provided:

Agenda

Proposed 4 hour Workshop Agenda:

1) Welcome & Opening Remarks
2) HOUR 1 DIGGING IN
   a) Break Out Session I
3) 15 MINUTE Break
4) HOUR 2 TRYING IT OUT
   a) Break Out Session II
5) HOUR 3 BRINGING IT BACK
   a) EVALUATIONS

Take-Aways :Course participants will be provided with a list of online resources suitable to the topic for additional resources and support. These will be developed before the course to remain timely and accurate.

INSTRUCTOR PROFILE AND EXPERIENCE:

Brady Development Solutions, LLC (BDS) was founded and incorporated in 2007 by Loretta L.C. Brady, Ph.D. in order to provide organizational consulting services and leadership development training to non-profits, small businesses, and individual clients. BDS worked closely in strategic planning and curriculum development for small businesses, non-profits, and professional training.

Loretta L.C. Brady, Ph.D. is an Associate Professor of Psychology at St. Anselm College where she has been appointed full time since 2004. She teaches courses in Organizational Psychology, Cross Cultural Psychology, Internship, and Personality Psychology. She has recently served as the J. William Fulbright Scholar to Cyprus where she developed staff training to bolster adoption of evidence-based treatment approaches within federal and NGO social service programs. She has provided trainings to a variety of populations ranging from prison inmates, college & graduate students, parenting groups, high tech workers, healthcare workers, and direct service providers. She is reviewed positively for her humor, warmth, ability to integrate media into her lectures, and leadership development expertise. Dr. Brady is a columnist for New Hampshire Business Review on matters of leadership and diversity. She is also a member of the NH Psychological Association Ethics Committee and the Collaborative Law Alliance of NH's Education Committee.

COURSE SUMMARIES:

Professional Communication in the Workplace: Introduces participants on how role status and role duty predicts and defines communication strategies. Trains participants on techniques for how to improve one's own and other's strategies in order to have more effective communications.

Speaking and Presentations Dynamics: Provides direct coaching and education on presentation approaches that will capture and engage a variety of audiences. Participants will receive pre-training exercises that will allow them to prepare and deliver a 5-15 minute presentation for the training class audience (size depending). Participants will be able to translate the skills learned into their workplace in longer form approaches and will have self evaluation rubrics which they can use to create winning presentations.

Motivating Employees: Getting past a lack of enthusiasm can be the largest barrier to effectiveness within an organization. This training provides participants a theoretical foundation of motivation and identifies strategies that can assist in increasing productive workplace behaviors while decreasing problematic behaviors. By examining the research on behavioral economics and change management participants will learn ways they can alter their own and their employee's behavior.

Leadership: Leaders are individuals who engage in a set of behaviors in an emotionally intelligent and resource-aware manner. Rather than solely being a personality style, leadership is a set of behaviors that can be learned, practiced, and enhanced to increase organizational effectiveness. This class seeks to review the leadership behaviors most predictive of workplace success, identify strategies to engage in self-evaluation of these behaviors, and create a map participants can use to increase their organizational leadership behavior.

Managing Stress: Psychological stress and workplace negativity are among the most cited reasons for lower employee engagement, reduced effectiveness, and burnout. Contrary to popular belief, the most stressful workplaces are not necessarily the worst places to work. Workplace resilience can be fostered to promote management of negative emotions and conditions within a work environment. Participants will learn what strategies can magnify and which can minimize negative work factors. Participants will learn methods to assist them in balancing personal and professional stress, and will practice strategies based on mindfulness-based stress reduction to assist them in managing stress.

Understanding Personality Types and Communication Styles: A shy worker who never speaks up but has great ideas is as frustrating as a fast-paced talker who never stops sharing theirs! Managing people within teams requires knowledge of how to effectively get the best from a variety of styles. This class provides information about individual differences and how these predict behavior and communication approaches within organizations.

Conflict Resolution: Interpersonal conflicts are springboards for larger organizational strife. Equipping workers with strategies they can employ to deflect, de-escalate, and redirect conflict is an important tool in improving organizations. This class provides hands-on demonstrations to assist participants in resolving disputes peacefully while preserving relationships.

REFERENCES:

Eric Ratinoff, Act 3 & Mouse & Elephant Consulting 1-314-458-7903 eric@thisisact3.com
Cathy Kuhn, Ph.D. Families In Transition 122 Market Street Manchester NH 603-641-9441 ckuhn@fitnh.org
Paul Finn, Ph.D., Professor, Psychology 100 St Anselm Drive Manchester NH 603-315-3068 paulfinn@anselm.edu

COURSE PRICING TABLE
SECTION 3 - SOFTSKILLS

SUBMITTED PRICING MAY NOT EXCEED $600 PER DAY, PER COURSE, INCLUDING TRAINING MATERIALS

Topics	Total Cost Per Day	Course Duration
Professional Workplace Communication hours	$595	4
Speaking and Presentation Dynamics hours	$595	4
Motivating Employees hours	$595	4
Leadership hours	$595	4
Managing Stress hours	$595	4
Understanding Personality Type and Communication Styles hours	$595	4
Conflict Resolution hours	$595	4

Course Title: **Professional Workplace Communication**
New Hampshire Bureau of Education & Training
Vendor: Brady Development Solutions, LLC
Instructor: Loretta L.C. Brady, Ph.D., APA-CP

Materials: Web access for Prezi (online presentation program enabling engaging presentations with media-rich content), Handouts with Tips, IABC competency model.

Course Description: This course will introduce participants to styles and effects of various workplace communication strategies. Using business, cross cultural, parakinisthetic theory, and communications research this course will prepare participants to improve and understand how to employ a variety of communication strategies within their teams.

Learning Objectives

1) Identify how role status and role duty can impact communication approaches
2) Examine impact non-verbal cues and context has on communication
3) Practice various communication strategies within peer-to-peer, manager-to-supervisee, provider-to-client, and program-to-public dyads.

Further Reading

Carnevale, A. P. (1990). *Workplace Basics: The Essential Skills Employers Want. ASTD Best Practices Series: Training for a Changing Work Force*. Jossey-Bass Inc., Publishers, 350 Sansome Street, San Francisco, CA 94104.

Cooper, L. O. (1997). Listening competency in the workplace: A model for training. *Business Communication Quarterly*, *60*(4), 75-84.

Paretti, M. C. (2006). Audience awareness: Leveraging problem-based learning to teach workplace communication practices. *Professional Communication, IEEE Transactions on*, *49*(2), 189-198.

Mills, C. (2002). The hidden dimension of blue-collar sensemaking about workplace communication. *Journal of Business Communication*, *39*(3), 288-313.

Roth, W. M. (2004). Perceptual gestalts in workplace communication. *Journal of Pragmatics*, *36*(6), 1037-1069.

Kinnick, K. N., & Parton, S. R. (2005). Workplace Communication What The Apprentice Teaches About Communication Skills. *Business Communication Quarterly*, *68*(4), 429-456.

Course Evaluation: Provided on-site. Materials for each course can be downloaded by participant prior to training from bdsinsight.com website (to be developed).

Course Title: **Speaking and Presentation Dynamics**
New Hampshire Bureau of Education & Training
Vendor: Brady Development Solutions, LLC
Instructor: Loretta L.C. Brady, Ph.D., APA-CP

Materials: Prior to training participants will supply their own flash drive to share a power point or obtain an account for a cloud-based solution to facilitate a 3-5 or 5-15 minute presentation. After viewing examples of effective and ineffective presentations, Students will work to create and practice effective presentations.

Course Description: Exchanging ideas are essential in healthy and dynamic organizations. Fear, limited experience, and poor self-confidence can impede individual communication efforts. This experiential course will prepare students to recognize the essential elements to effective communication. These elements will then be practiced as students present a short presentation as part of the course assignment.

Learning Objectives

1) Understand the elements of effective presentations
2) Identify up to 3 changes that could make your next presentation better
3) Understand how to work with others whose delivery style is different than yours

Further Reading

Lucas, S., Basquiat, C., & Basquiat, J. (2004). *The art of public speaking*. New York: McGraw-Hill.

Goodlad, S. (1996). *Speaking technically: a handbook for scientists, engineers and physicians on how to improve technical presentations*. World Scientific.

Bienvenu, S. (2000). *The presentation skills workshop: helping people create and deliver great presentations* (Vol. 2). Amacom Books.

Duarte, N. (2008). *Slide: ology: the art and science of creating great presentations*. Sebastopol, CA: O'Reilly Media.

Reimold, C., & Reimold, P. M. (2003). *The Short Road to Great Presentations: How to Reach Any Audience Through Focused Preparation, Inspired Delivery, and Smart Use of Technology*. Wiley-Interscience.

Course Evaluation

Provided on-site. Materials for each course can be downloaded by participant prior to training from bdsinsight.com website.

Course Title: **Motivating Employees**

New Hampshire Bureau of Education & Training
Vendor: Brady Development Solutions, LLC
Instructor: Loretta L.C. Brady, Ph.D., APA-CP

Materials: Web access for Prezi (online presentation program enabling engaging presentations with media-rich content), Handouts with motivation theories and self management resources.

Course Description: Getting past a lack of enthusiasm can be the largest barrier to effectiveness within an organization. This training provides participants a theoretical foundation of motivation and identifies strategies that can assist in increasing productive workplace behaviors while decreasing problematic behaviors. By examining the research on behavioral economics and change management participants will learn ways they can alter their own and their employee's behavior.

Learning Objectives

1) Learn theories of motivation including behavioral reinforcement, social facilitation, and goal setting theory.
2) Create a rubric in order to self evaluate adoption of each strategy.
3) Utilize strategies to increase and decrease targeted behaviors.

Further Reading

Carletta, J., Garrod, S., & Fraser-Krauss, H. (1998). Placement of Authority and Communication Patterns in Workplace Groups The Consequences for Innovation. *Small Group Research*, *29*(5), 531-559.

Ramlall, S. (2004). A review of employee motivation theories and their implications for employee retention within organizations. *Journal of American Academy of Business*, *5*(1/2), 52-63.

Jurkiewicz, C. L., & Brown, R. G. (1998). Generational comparisons of public employee motivation. *Review of public personnel administration*, *18*(4), 18-37.

Cadwallader, S., Jarvis, C. B., Bitner, M. J., & Ostrom, A. L. (2010). Frontline employee motivation to participate in service innovation implementation.*Journal of the Academy of Marketing Science*, *38*(2), 219-239.

Course Evaluation

Provided on-site. Materials for each course can be downloaded by participant prior to training from bdsinsight.com website.

Course Title: **Leadership**
Vendor: Brady Development Solutions, LLC
Instructor: Loretta L.C. Brady, Ph.D., APA-CP
New Hampshire Bureau of Education & Training

Materials: Web access for Prezi (online presentation program enabling engaging presentations with media-rich content), Handouts with Tips, Leadership Behavior and Effective Style Sheet (derived from Project GLOBE)

Course Description: Leaders are individuals who engage in a set of behaviors in an emotionally intelligent and resource-aware manner. Rather than solely being a personality style, leadership is a set of behaviors that can be learned, practiced, and enhanced to increase organizational effectiveness. This class seeks to review the leadership behaviors most predictive of workplace success, identify strategies to engage in self-evaluation of these behaviors, and create a map participants can use to increase their organizational leadership behavior.

Learning Objectives

1) Identify leadership behaviors associated with effective organizations
2) Understand obstacles to leadership behavior and how to overcome them.
3) Create a map to assist in increasing leadership behaviors within their work setting.

Further Reading

Bycio, P., Hackett, R. D., & Allen, J. S. (1995). Further assessments of Bass's (1985) conceptualization of transactional and transformational leadership.*Journal of applied psychology*, *80*(4), 468.

Chrislip, D. D., & Larson, C. E. (1994). *Collaborative leadership: How citizens and civic leaders can make a difference* (pp. 52-54). San Francisco: Jossey-Bass.

House, R. J., Hanges, P. J., Javidan, M., Dorfman, P. W., & Gupta, V. (2004).*Culture, leadership, and organizations*. Sage.

Schein, E. H. (2006). *Organizational culture and leadership* (Vol. 356). Jossey-bass.

Yukl, G., Gordon, A., & Taber, T. (2002). A hierarchical taxonomy of leadership behavior: Integrating a half century of behavior research. *Journal of Leadership & Organizational Studies*, *9*(1), 15-32.

Course Evaluation

Provided on-site. Materials for each course can be downloaded by participant prior to training from bdsinsight.com website.

Course Title: **Managing Stress**
New Hampshire Bureau of Education & Training
Vendor: Brady Development Solutions, LLC
Instructor: Loretta L.C. Brady, Ph.D., APA-CP

Materials: Web access for Prezi (online presentation program enabling engaging presentations with media-rich content), Handouts with MBSR script.

Course Description: Psychological stress and workplace negativity are among the most cited reasons for lower employee engagement, reduced effectiveness, and burnout. Contrary to popular belief, the most stressful workplaces are not necessarily the worst places to work. Workplace resilience can be fostered to promote management of negative emotions and conditions within a work environment. Participants will learn what strategies can magnify and which can minimize negative work factors. Participants will learn methods to assist them in balancing personal and professional stress, and will practice strategies based on mindfulness-based stress reduction to assist them in managing stress.

Learning Objectives

1) Understand the emotion-reactivity cycle and consequences of it.
2) Develop strategies to regulate emotion at work and home
3) Practice an evidenced-based health promoting response to stress (MBSR).

Further Reading

Howard, F. (2008). Managing stress or enhancing wellbeing? Positive psychology's contributions to clinical supervision. *Australian Psychologist*,*43*(2), 105-113.

Shapiro, S. L., Brown, K. W., & Biegel, G. M. (2007). Teaching self-care to caregivers: Effects of mindfulness-based stress reduction on the mental health of therapists in training. *Training and Education in Professional Psychology*,*1*(2), 105-115.

Klatt, M. D., Buckworth, J., & Malarkey, W. B. (2009). Effects of low-dose mindfulness-based stress reduction (MBSR-ld) on working adults. *Health Education & Behavior*, *36*(3), 601-614.

Praissman, S. (2008). Mindfulness-based stress reduction: A literature review and clinician's guide. *Journal of the American Academy of Nurse Practitioners*,*20*(4), 212-216.

Course Evaluation

Provided on-site. Materials for each course can be downloaded by participant prior to training from bdsinsight.com website.

Course Title: **Understanding Personality Type and Communication Styles**
New Hampshire Bureau of Education & Training
Vendor: Brady Development Solutions, LLC
Instructor: Loretta L.C. Brady, Ph.D., APA-CP

Materials: Web access for Prezi (online presentation program enabling engaging presentations with media-rich content), Handouts with self assessment tools.

Course Description: A shy worker who never speaks up but has great ideas is as frustrating as a fast-paced talker who never stops sharing theirs! Managing people within teams requires knowledge of how to effectively get the best from a variety of styles. This class provides information about individual differences and how these predict behavior and communication approaches within organizations. Participants will complete self-assessments for both personality measures and communication preferences. Participants will learn the ways in which trait characteristics are influenced by situational determinants. Finally, information relevant to generational differences in communication preferences will be introduced.

Learning Objectives

1) Explore individual personality and communication preferences.
2) Understand ways situational factors can influence style.
3) Identify strategies to elicit communication from a variety of communicators.

Further Reading

Myers, K. K., & Sadaghiani, K. (2010). Millennials in the workplace: A communication perspective on millennials' organizational relationships and performance. *Journal of business and psychology*, *25*(2), 225-238.

Riggio, R. E. (1986). Assessment of basic social skills. *Journal of Personality and social Psychology*, *51*(3), 649.

Epstein, S. (1980). The stability of behavior: II. Implications for psychological research. *American psychologist*, *35*(9), 790.

Kenny, D. A., & DePaulo, B. M. (1993). Do people know how others view them? An empirical and theoretical account. *Psychological bulletin*, *114*(1), 145.

Barrick, M. R., & Mount, M. K. (1991). The big five personality dimensions and job performance: a meta-analysis. *Personnel psychology*, *44*(1), 1-26.

Moreland, R. L., & Myaskovsky, L. (2000). Exploring the performance benefits of group training: Transactive memory or improved communication?. *Organizational Behavior and Human Decision Processes*, *82*(1), 117-133.

Course Evaluation

Provided on-site. Materials for each course can be downloaded by participant prior to training from bdsinsight.com website.

Course Title: **Conflict Resolution**
New Hampshire Bureau of Education & Training
Vendor: Brady Development Solutions, LLC
Instructor: Loretta L.C. Brady, Ph.D., APA-CP

Materials: Web access for Prezi (online presentation program enabling engaging presentations with media-rich content), Handouts with conflict resolution tips.

Course Description:
Learning Objectives

1) Identify the life cycle of conflict and opportunities to alter it.
2) Label 3 approaches to conflict resolution that can be engaged
3) Practice conflict resolution approaches within a learning group for translation to real world settings.

Further Reading:

Brew, F. P., & Cairns, D. R. (2004). Do culture or situational constraints determine choice of direct or indirect styles in intercultural workplace conflicts?. *International Journal of Intercultural Relations*, *28*(5), 331-352.

Dant, R. P., & Schul, P. L. (1992). Conflict resolution processes in contractual channels of distribution. *The Journal of Marketing*, 38-54.

Ury, W., & Fisher, R. (1981). Getting to yes. *Roger Fisher, William L. Ury, Getting to Yes.*

Winslade, J., & Monk, G. (2000). Narrative mediation: A new approach to conflict resolution.

Course Evaluation
Provided on-site. Materials for each course can be downloaded by participant prior to training from bdsinsight.com website.

Curriculum Vitae

Name: Loretta L. C. (Carle) Brady, Ph.D. E-Mail: **lbrady@anselm.edu, lorettabrady@gmail.com**

Mailing Address: 40 Bruce Rd
Manchester, NH 03104

Telephone: Office 603.641.7144 **Citizenship:** USA
Cell 603.854.0227

Education:

Ph.D.	(February 2006)	Clinical Psychology	Fordham University
MA	(February 2001)	Clinical Psychology	Fordham University
BA Cum Laude	(May 1999)	Psychology	Saint Anselm College

Professional Licenses

Licensed Psychologist, State of New Hampshire license number 1142 (Oct 29, 2007)
Certification in Proficiency in the Treatment of Alcohol and Substance Abuse (June 1, 2011) American Psychological Association

Professional Appointments:

J. William Fulbright Fellow
Research/Lecturer, Cyprus (1-5/ 2013) University Nicosia

Associate Professor	(Present)	Saint Anselm College Manchester, NH
Clinical Psychologist	(Present)	Elliot Pain Management Center Manchester NH

Honors and Awards:

NEOA Achiever Award	(2011)	New England Educational Opportunity Association
Nominee, SGA Teaching Award	(2006-2007)	Saint Anselm College
Senior Teaching Fellow	(2002)	Fordham University
Top Ten College Women Competition Winner	(1998)	Glamour Magazine
McNair Scholar	(1998)	UNH

Professional and Honor Societies:

Association for Psychological Science
American Psychological Association
New Hampshire Psychological Association
Sigma Xi, The Scientific Research Society

Psi Chi, The National Honor Society for Psychology, Saint Anselm College – Past President

Teaching

Courses

*Peace, Conflict, and Sustainable Change (2014) Nicosia, Cyprus
*Summer Study Abroad (2012) Trauma and Transformation: The role of the arts in revitalization after conflict. (Dubrovnik, Croatia)
Adolescent Psychology, Saint Anselm College
*Cross Cultural Psychology, Saint Anselm College
Health Psychology, Saint Anselm College
Introductory Psychology, New Hampshire Institute of Art
Adulthood & Aging, Saint Anselm College
*Special Topics: Trauma & Family Violence, Saint Anselm College
Internship (Psychology Majors), Saint Anselm College
Organizational Psychology, Saint Anselm College
General Psychology, Saint Anselm College
Abnormal Psychology, Saint Anselm College & Fordham University
Personality Psychology, Saint Anselm College & Fordham University
Adolescent and Adult Development, Fordham University
Psychology of Women, Fordham University
Introductory Psychology Laboratory, Fordham University

*Denotes course I developed and introduced

Invited Talks

Strategic Planning for NGO's (Society of Prevention of Violence in the Family/SPAVO, Nicosia, Cyprus)
Evidence-Based Practice: From Research to Real World. (University of Cyprus)
Hope, Harm, and Healing: Emotion Regulation and Impulse Control (University of Nicosia)
Navigating the maze of recovery from trauma and addiction. (University of Cyprus, University of Nicosia, Middle Eastern Technical University (NCC)*)
Fostering Resilience in the face of Trauma (Ministry of Health, North Cyprus)*
Empowering Systems of Care to be Trauma-Informed (Near East University)*
Living Well with Chronic Pain (Elliot Hospital Chronic Pain Support Group)
Depression, Pain, and Resilience (Elliot Hospital Chronic Pain Support Group)
Neurobiology of Trauma (Peace & Reconciliation Institute Lecture)
Community Based Research and Homelessness (FIT Staff Training)
Bed of Roses: Mental Illness and Domestic Violence in "The Countess" (NH Humanities Council Panel Discussion)
Summative Report, Respite Care Group
*Courses that were delivered with sequential or simultaneous language translation.

Scholarship

Publications

Brady, L.C. (2009). Frayed patchwork: The need for public policy to address short term child care needs. Chapter 4 in Douglas, E. (Ed)(2009) *Innovations in Child and Family Policy* Lanham, MD: Lexington Books.

Brady, L.C. (2009) Lasting Chains or Lingering Threads? Examining the emotional and linguistic consistency of trauma narratives and self descriptions. *Monograph* Koln, Germany: Lambert Academic Publishers

Brady, L. & Scrivani, E. (2009). Family Contact, Preparation, and the Professional Well-Being of Child Life Specialists. *Child Life Focus* 27 (4) p.1-6

Brady, L.C., Kuhn, C., & Hadley, R (2010) Creating a family centered wellness team: Lessons learned in creating an integrated continuum of care for families facing homelessness, addiction, and trauma recovery. *Journal of Social Distress and the Homeless, 19(1&2)* 83-106.

Brady, L.C., Ossoff, E.P. (2010). Fifty years of fashion and feminism: The effect of early recognition on vocational and sociopolitical identity development. *Current Psychology, 29(10)* 34-44.

Brady, L.C. & Hapenny, A. (2010). Spirituality and Generativity: What relationship exists within emerging youth identity? *Journal of Adult Development 17(3),* 162-167.

Brady, L.C., Najavits, L.M., Toussaint, D., Bonavota, D. & Veysey, B. (2010). Does recent criminal involvement matter? A study of women with co-occurring disorders in a multisite national trial. *Mental Health and Substance Use: dual diagnosis, 3 (3),* 193-202.

In preparation and under review

Brady, L. & Meteryer, K. (in preparation) Provider, Tweet thyself: Research implications of Twitter in self disclosure and self representation of professional psychologists.

Brady, L. & Klagges, B. (in preparation) Psychosocial Predictors of response to *MILD* procedure for the treatment of spinal stenosis: A pilot study.

Brady, L. & Hatem, F. (in preparation) Paralanguage and personality: Evaluating non verbal displays of personality factors using the CPI260.

Conference Paper Presentations (Peer-reviewed)

Brady, L. & Traintos, A. (2013, May). Exploring the availability and need for Greek-language trauma-informed substance abuse resources.

Brady, L. (2013, April) Adapting a Universal precaution approach to Collaborative Practice. Violence and Unity in the Family Context Conference, Ariel University, Samaria, Israel.

Brady, L. (2012, June) To be here, now: Exploring the Benedictine Rule for guidance into Social Science Research. 7th Annual Benedictine Pedagogy Conference, Saint Anselm College and NH Institute of Politics, Manchester, NH

Brady, L. (2010, October). Bouncing back from whiplash: Psychosocial factors influencing recovery. Paper Presented at Current Concepts in Pain Management, Elliot Hospital Conference Center, Manchester, NH

Brady, L.C., Hadley, R., & Enright, L. (2009, July). Designing and Implementing a Family Centered Wellness Team. Paper presented at the 4th Annual Young Children Without Homes National Conference, Boston, MA

Brady, L.C. (2008, July). Just a few hours: Assessing the need for short term respite care in NH. Paper presented at the 1st annual National Research Conference on Child & Family Programs & Policy, Bridgewater, MA.

Conference Poster Presentations (Peer-Reviewed)

Brady, L.C. (2010, May). The sparkle and glare of a spotlight: Award winners reflect on the impact of early career recognition. Poster presented at the Annual Association of Psychological Science, Boston, MA.

Brady, L.C. & Ossoff, E.P, Theroux A. & Winchenbach, K. (2008, May). Fifty years of fashion and feminism: An award's legacy shaping women's political and social engagement. Poster presented at the Annual Association of Psychological Science, Chicago, Il

Brady, L., Castronovo, E. & Botcher, V. (2007, July). Parenting proficiency and child permanency: The impact of enhanced transitional housing services on child welfare involvement. Poster presented at the 11th Annual International Family Violence Research Conference, Portsmouth, NH

Brady, L., Scroth, D., Hapenny, A., Bazarian, A. & Burrows, K., (2007, March). Examining generativity and resiliency in young adults: A pilot project.
Poster presented at the 2007 Annual meeting of the Easter Psychological Association, Philadelphia PA.

Carle, L. & McMurphy, S. (1999, March). *Assessing the needs of New Hampshire's paroled mothers: The child reunification process examined.* Paper presented at the 24th Annual Association for Women in Psychology Conference, Providence RI.

Carle, L. (1999, April). *Increasing self-efficacy and positive attributional style through life skills training: A pilot program for women inmates.* Poster Session accepted for the annual meeting of the Eastern Psychological Association, Providence, RI.

Policy Papers and Reports

Brady, L.C. (2007). Homes and hearts: Healing homelessness and trauma using a family centered approach. Position Paper for Families In Transition

Brady, L.C. (2005). Consistency of trauma narratives and descriptions of self among incarcerated women. Doctoral Dissertation, Fordham University

Carle, L. (2001). *The effects of childhood trauma on attachment: Exploring relationships between trauma and attachment.* Fordham University Pre-doctoral project, Master's Thesis

Carle, L. & McMurphy, S. (1998). *Assessing the needs of New Hampshire's paroled mothers: The child reunification process examined.* McNair Fellowship Project Report

Carle, L. (1998). *Increasing self-efficacy and positive attributional style through life skills training: A pilot program for women inmates.* Bachelor's Thesis

Grants

Year	Role	Funder	Award
2009 $1,000,000.00	Coauthor	Robert Wood Johnson Foundation	Local Partners Grant, on behalf of Families In Transition for Implementation of "The Family Place", a therapeutic daycare and afterschool center for families affected by trauma, homelessness, and addiction.
2008 #430 $256,256.00	Coauthor	Endowment for Health	Implementation Grant on behalf of Families In Transition for "Family Centered Wellness Team"
2008 $5,500	Principal Investigator	NHIOP Academic Advisory Board	Summer Research Fellow
2007 #421 $37,990	Coauthor	Endowment for Health	Programming Grant on behalf of Families In Transition for children's trauma-informed therapeutic programming
2006	Coauthor	NHIOP Academic Advisory Board	Interrupted Life: Exhibit and Speaker Series Program Proposal

Service

Saint Anselm College

Davis Foundation Subcommittee:
Sociopolitical and Global Awareness Assesment (2008-2011)
College Health Committee (2008, 2009)
President's Advisory Council on Inclusiveness (2007, 2008)
MLKJr Planning Subcommittee
Human Relations & Work Certificate (2004-Present)
New Faculty Forum (2005-2008)
Black Student Coalition (2006-2011) Co Moderator
Psychology Club (2007-2011) Co Moderator
New Student Orientation, Civic Engagement Facilitator (2008)
Reviewer -Journal of Mixed Methods (2009, 2010)

Other Contributions to Campus Life

Invited: National Association of Mental Illness, In Our Own Voice 2004
Action Item Proposal: New Faculty Forum (2005)
Action Item Proposal: Physics and Psychology Classroom Clickers (2005)
Library Collection requests, 2004, 2005, 2006, 2007, 2009, 2010, 2011

2006 Bean Foundation Grant Speaker: Kendall Zoller, Nonverbal Communication in Political Speech
2006 Jack Lynch Travel Fund: Request made and granted to secure funds to support student travel to present at National conference in Philadelphia
2008 Bean Foundation Grant Speaker (In collaboration with Sara Smits, Dan Forbes): Participatory Action Research: The College's commitment to Community

July 2008, 2009	Presenter,	Women's Leadership Institute
July 2007	Planning & Presenter	Peace & Reconciliation Institute
2006-2007	Planning & Scholar	Incarceration Epidemic: Justice for Whom & Interrup Life Art Exhibit

Community

Friend's of the Child Advocacy Center Triathlon Group	(2012)	Member
FIT Child & Family Therapeutic Prog	(2007-2008)	Chair, Advisory Council
FIT Addiction and Trauma Treatment Planning	(2006-2007)	Advisory Council
Respite Care Group	(2007)	Research Scholar
Yellow Taxi Productions	(2004-2007)	Board, Chair
Neighborhood Advisory Board	(2002-2003)	Member Bronx Dist # 6
Substance Abuse Group, NH SP Women	(1996-1997)	Co-Facilitator
Webster House Group Home	(1995–1996)	Mentor

Clinical

Postdoctoral Fellow (2006-2007) Families In Transition, Manchester NH
Completed service delivery and program evaluation for social service agency serving homeless families and individuals throughout southern NH. Projects included designing a co-occurring substance abuse and trauma treatment center for women and their children affected by violence and addiction. Supported staff development through trainings and supervision. Expanded agency capacity through clinical consultation and community building.

Predoctoral Psychology Internship (2003-2004)
Albany Predoctoral Psychology Internship Consortium: A 45 hrs/week, 50 week appointment with clinical rotations, supervision, and didactics throughout the Capital District Psychiatric Center, Albany Medical Center, and Stratton VA Medical Center (VAMC).

- Year-Long Rotations
  - **Long-term Outpatient psychotherapy**, four 6 month or longer cases with hour-for hour supervision in Psychoanalytic and Cognitive Behavioral Orientations. Supervisors: Victoria Balkoski, MD & Nicholas Pazienza, Ph.D.
  - **Crisis Intervention Unit**, 10 monthly shifts in a psychiatric emergency room performing triage, evaluations, and hospital admissions for psychiatric patients. Monthly supervision during each shift. Supervisor: Adisa Azubuike, Ph.D.

- Specialty Rotations
  - **Inpatient Psychiatry**
    - Capital District Psychiatric Center (9/2-10/1) Co-facilitated DBT treatment groups for long-term psychiatric inpatients. Performed Personality and Cognitive Assessments for treatment and discharge planning. Supervisor: Chris O'Brien Palinski, Psy.D.

- Albany Medical Center Hospital (10/1-12/31) Case manager on an interdisciplinary team responsible for acute psychiatric inpatients in a private hospital setting. Developed treatment plans, facilitated medication compliance, initiated behavioral contracts, assessed and negotiated discharge readiness, developed after-care plans and consulted with community providers, family members, and patient representatives throughout patients' admissions. Supervisor: John. Thibodeau, Ph.D., ABPP

- **Primary Care & Consultation Liaison Services**
  - VAMC, Collaborative Health Care Team (1/5-3/31) An integrated primary care team located within the VA Primary Care Clinics to service provider's and outpatient's. Triaged Clinic patient's who presented to provider in crisis. Screened, evaluated, and implemented treatment plans for clinic patients. Implemented behavioral medicine treatment plans for smoking cessation, weight control, and pain management. Developed and implemented focused problem solving for brief (6-10 sessions) psychotherapy. Performed cognitive, personality, and neuropsychological assessments. In addition to these clinical duties I also performed a needs assessment of current clients and created both screening measures for CHCT practitioner's use as well as a sustainable database for the project. Two additional projects included generating provider and patient information sheets regarding deployment stress and use of the PTSD screening for returning Veteran's. Finally, I assessed the perceived adequacy of services for women patients within the primary care clinics and created information sheets on Anxiety based on provider recommendations. Supervisors: Mina Dunnam, Ph.D., Cheryl Aquilino, Ph.D., Deborah Levasseur, Ph.D.

  - VAMC, Consult Liaison (1/5-3/31) Consulted to providers on general inpatient medical units who requested psychiatric consultation. Consulted regarding psychosocial correlates to health care issues and triaged patients receiving negative medical prognosis. Administered neuropsychological screenings at bedside to determine competency to make health care decisions, and to differentiate between dementia and depression. Additionally I administered suicidal risk assessments at bedside and consulted with patients and family members about mental health status while hospitalized. Supervisors: Mina Dunnam, Ph.D. & Miles Schwartz, Ph.D., ABPP

- **Outpatient Psychotherapy**
  - VAMC Behavioral Health Clinic (4/1-8/04) Performed Intake assessments for patients referred for psychotherapy from Primary Care, PTSD and Chemical Dependency Units. Provided Short-term (12 week) psychotherapy using brief psychodynamic and cognitive behavioral models. Performed personality and cognitive assessments for inpatient and outpatient Veteran's. Created treatment plans and presented these to multidisciplinary clinical team. Received individual supervision 3 hours per week, with additional group supervision with clinical team. Supervisors: Bruce Nelson, Ph.D., Greg Masiello, Ph.D., & Warren Wallis, Ph.D.

  - VAMC, Community Day Program (4/1-8/04) 10 hours/week working with a multidisciplinary team. Co-facilitated a weekly "Recovery from Mental Illness" and an experiential bi-weekly activity group (called "Challenge Group") for severe and persistent mentally ill Veteran's. Performed monthly Community Outreach visits

with one other clinical staff member. Participated in milieu and team meetings. Supervisor: Nicholas Pazienza, Ph.D.

Externship Placements

- **Fordham University Criminal Law Clinic, Lincoln Square Legal Services** (9/2002-5/2003) Clinical Psychology Consultant, 10 hours/week Performed competency evaluations. Performed psychosocial needs assessments for each new client. Made recommendations for court mandated interventions. Performed diagnostic evaluations and submitted these reports to attorneys and to the Court to inform sentencing or treatment options. Offered consultation to faculty and students regarding most beneficial use of psychology consultation. Supervisor: Barry Rosenfeld, Ph.D. ABPP

- **Fordham University Counseling Center, Rose Hill** (9/2002-5/2003) Clinical Psychology Extern, 10 hours/week performed short-term (10 weekly sessions) and longer-term (6+ months) psychodynamic psychotherapy with University students. Co-facilitated a "Women of Color" group that explored the ways race and cultural differences impact psychological and personal development. Supervisors: Candace Kohler, Psy.D. & Elizabeth Ornstein, Ph.D.

- **New York University Counseling Center** (9/2001-6/2002) Clinical Psychology Extern, 20 hours/week. Performed short-term (12 sessions limited) psychotherapy using object relations and cognitive behavioral psychotherapy models with University students. A majority of work during fall semester was with Acute Stress Disorder and PTSD following 9/11 attacks. Performed intake assessments and diagnostic interviews. Developed short-term treatment plans and facilitated discharge planning and referrals. Two hours/week of clinical supervision. Supervisors: Paul Grayson, Ph.D. & Elizabeth Rovere, Psy.D.

- **Bronx Lebanon Hospital** (9/2000-6/2000) Clinical Psychology Extern, 20 hours/week. Administered personality and cognitive testing batteries to partial hospitalization, MICA, and adult, child, and adolescent acute inpatients. 2 hours/week supervision, and didactic seminars. Supervisor: Ali Khadivi, Ph.D.

- **"Reading and Writing Women's Lives" Project Director/Creator** (10/1998-4/1999) 10 weeks, 2 hours/week. Facilitated a literature discussion group for inmates and community scholars with a grant from the NH Humanities Council. Recruited both inmate participants and community scholars to select and then discuss literature that reflected the range of experiences women have had over the past century. Edited and published a compendium of inmate participant's creative writing generated from reading and discussion topics. Sponsors: New Hampshire State Prison for Women (NHSPW) and New Hampshire Humanities Council.

References: Available Upon Request

STATE OF NEW HAMPSHIRE

BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX 25 CAPITOL STREET CONCORD, NEW HAMPSHIRE 03301-6398

ADDENDUM # 1 TO RFB INVITATION # 2-14

DATE OF BID OPENING:5/13/13 TIME OF BID OPENING: 11:30 AM
FOR: TRAINING SERVICES – SOFT SKILLS & COMPUTER SKILLS WORKSHOPS
QUESTIONS AND ANSWERS

QUESTION #1 My question is regarding Bid 2-14, top of page 7, **TRAINING MATERIALS.** Vendors must submit a course description and syllabus for each course offering for which they are submitting a bid. Vendors must also submit a list of the course materials that they would be providing for each of these courses (i.e. books, documentation, CDs, web access, etc).
I am asking if I need to submit 9 separate Course Descriptions and Syllabi, or would listing the 9 Course Titles I am bidding on (Soft Skills) and a general methodology be acceptable? i.e.,
Professional Workplace Communication
Power Point, Interactive Discussion, Practical Exercises & Handouts

ANSWER #1
Yes, the bid requires a course description and syllabus for each of the courses proposed by the vendors; however, the syllabi do not need to be created in timeline specific detail. We're looking for a sense of the content and the topical flow of the class.

PURCHASING AGENT: **ROBERT LAWSON**
TEL. NO.: NOTE:
603/271- 3147
IN THE EVENT THAT YOUR BID INVITATION HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.
BIDDER ___Brady Development Solutions, LLC ADDRESS 40 Bruce Rd.

NAME OF OFFEROR/CONTRACTOR
BY _____, Ph.D. (this document must be signed)
_____ TEL. NO.1-603-854-0227 (please type or print name)