

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Plant and Property Management
Bureau of Purchase and Property
25 Capitol Street – Room 102
Concord, New Hampshire 03301

DATE: 8/31/2016

NOTICE OF CONTRACT
EXTENSION

COMMODITY: TRAINING SERVICES (for DAS/Bureau of Education & Training)
Desktop Applications, Workshops

CONTRACT NO.: 8001423

NIGP CODE: 918-3800

CONTRACTOR: 21st CENTURY LEADERSHIP, LLC V#248300
6 CHENELL DRIVE, BOX #11
CONCORD NH 03301

CONTACT INFO: DR. BERNIE SPARKS III TEL. 603-226-9675 BGS3402@AOL.Com

STATE CONTACT INFO: **GINGER LEVER** 603-271-2793 virginia.lever@nh.gov

EFFECTIVE FROM: AUGUST 1, 2013 THROUGH AUGUST 31, 2016
CONTRACT EXTENSION: SEPTEMBER 1, 2016 THROUGH AUGUST 31, 2018

TERMS: Net/30 Days from date of invoice

PRICING: Pricing included 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 as offered in NH RFB # 2-14.

SCHEDULING: NH Bureau of Education & Training (BET) shall contact the Contractor and shall make all arrangements to schedule classes and enroll students. The BET shall work with the Contractor to schedule classes at a mutually agreeable date and time.

INVOICING: Invoices for training services performed shall be submitted to BET after completion of a training course. Invoice must reference title of course, number of students, pricing and course dates.

BALANCE OF PRODUCT LINE: During the term of this Contract, BET may request that the Contractor provide a course not already specified. BET shall provide the Contractor with a specific training request and the number of students to participate. The Contractor shall 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.

FOR ADDITIONAL INFORMATION/QUESTIONS:

Robert Lawson, Purchasing Agent (603) 271-3147 email address: bob.lawson@NH.Gov

COST TABLES

SECTION 3 - SOFTSKILLS		
SUBMITTED PRICING MAY NOT EXCEED \$600 PER DAY, PER COURSE, INCLUDING TRAINING MATERIALS		
Topics	Total Cost	Course
	Per Day	Duration
Professional Workplace Communication	\$600.00	1 Day
Critical Thinking and Analysis	\$600.00	1 Day
Business Writing Basics	\$600.00	1 Day
Speaking and Presentation Dynamics	\$600.00	1 Day
Motivating Employees	\$600.00	1 Day
Conducting Effective Meetings	\$600.00	1 Day
Leadership	\$600.00	1 Day
Understanding Personality Type and Communication Styles	\$600.00	1 Day
Conflict Resolution	\$600.00	1 Day

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

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 shall 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 shall provide necessary workspace, facilities and office equipment, including desktop computers, and shall 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.