



STATE OF NEW HAMPSHIRE

Department of Education
Division of Education Analytics & Resources – Bureau of School Finance
2026-NHED-BSFIN-01

School Finance Data System (State Version)

RFP ISSUED	Monday, June 22, 2026
VENDOR CONFERENCE	Wednesday, July 15, 2026
LOCATION	25 Hall Street Concord, NH 03301
STATE AGENCY POINT OF CONTACT	Name: Beth Gregory Email: Beth.J.Gregory@doe.nh.gov Tel: 603-931-9419
CONTRACT TYPE	Firm Fixed Price
PROPOSAL DUE DATE	Wednesday, September 9, 2026 at 2 p.m.

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1. Executive Summary

1.1. Introduction

The Bureau of School Finance (the Agency) within the Division of Education Analytics and Resources of the New Hampshire Department of Education (NHED) is responsible for overseeing, reporting, and collecting school financial data. The Agency calculates statutorily defined State aid payments to both traditional school districts and charter public schools used to support adequate education as well as other State aid programs. Additionally, the Agency provides technical assistance and support to schools, policy makers, and other stakeholders.

In September 2023, the Agency was awarded a grant to make substantial upgrades to the school finance data collection processes and systems from the US Department of Education (USED). On March 15, 2024, the fiscal committee of the New Hampshire General Court accepted those funds. The Agency then added a staff member to oversee the federal grant as the Project Manager in August 2024. The grant expires on September 27, 2027, with the likelihood of a two-year grant extension period. To review further details on this grant, please refer to NHED's website at: <https://www.education.nh.gov/who-we-are/division-of-education-and-analytic-resources/bureau-school-finance/us-education-school-finance-grant>. The three primary goals of the grants are as follows: 1) revamp the NH Chart of Accounts and improve data standardization, 2) build robust and flexible financial data collection system, and 3) better integrate and increase depth of finance analytical tools. This RFP addresses goals 2 & 3 of this grant.

Project Overview/Justification

Embedded within a school district's financial reporting system is a set of codes and definitions for recording financial transactions. This is referred to as the account code classification system or Chart of Accounts (COA). A COA consists of designated account code classifications to define type of fund, type of spending, etc. to provide the framework to capture original transactions, organize data logically, and provide a robust basis for reporting on results. A COA is an accounting tool and is the fundamental of any financial accounting system and a well-designed COA provides the ability to isolate data into segmented buckets to allow meaningful analysis and reporting.

In addition to organizing financial activities and transactions, a COA also offers a consistent classification structure for accounting and financial reporting. The COA should be viewed as part of a complete financial information system that links the operations of various departments. Every school district across the state of NH uses a COA in their general ledger software. The COA is standardized to the extent that each district is required to follow the NH Accounting handbook classification system when designating various account code classifications, such as fund, function, etc. [Appendix A](#) of the 1999 NH Accounting Handbook provides an overview, index and definitions of all the components of the account code classification system. Goal 1 of this federal grant has focused on updating the account code classification system. See Exhibit D for an updated list. It is worth noting that the Federal Government uses and publishes an account code classification system in the Federal Accounting Handbook for School Districts and New Hampshire strives to follow this classification system when possible.

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Current Method for Collecting and Reporting School Finance Data

Currently, the Agency maintains and owns a web-based application to capture and store annual school financial data submissions from approximately 200 districts and charter schools. This information is currently gathered using a 25-page standardized excel spreadsheet called the DOE-25 with multiple supplemental worksheets under the current web-based Department of Education Financial Reporting System (DFRS). To view the current system and download the current format, please refer to NHED's iFinance System at: <https://www.education.nh.gov/who-we-are/division-of-education-and-analytic-resources/bureau-school-finance/financial-reporting-requirements>.

The DOE-25 process is detailed below. Data is submitted on an annual basis by public school districts and charter schools with a due date of September 1st, unless a one-month extension has been requested. This timing is essential for data to properly reach the NH Department of Revenue for tax rate setting purposes. The goal of the replacement system from this RFP is to keep the functionality from the existing system and enhance the efficiency of the process as well as enhance the accuracy and consistency of the data.

Annual School Finance Data Collection Process (DOE-25)

DISTRICT-LEVEL INTERFACE

The system allows for the naming of key contact personnel and a workflow and approval process with email notifications.

The School Finance Officer (SFO) completes the following data inputs manually:

- balance sheet for current assets, current liabilities and equity, by fund
- statement of revenues, by fund
- expenditure report for elementary, middle and high rolled up by function code and object code categories for general fund and special revenue fund and district-wide expenses

The SFO completes ancillary data for food service, trust funds, special education expense, tuition expense, transportation expense, capital expenditures, and average daily membership (ADM)

The system provides a check totals page with validations to ensure that key fields are input accurately.

The system calculates a Cost Per Pupil (see Exhibit A for example)

The system calculates a District Profile (see Exhibit B for example)

The School Finance Officer completes other supplemental schedules:

- MS-25 – extract for the Department of Revenue and used for tax rate setting
- Grant worksheet – used for federal reporting
- Food service worksheet – used by Bureau of Wellness & Nutrition
- Personnel expense for instruction worksheet – used for federal reporting

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- School-level expenditures worksheet – used for federal reporting
- Indirect cost worksheet – used to calculate indirect cost rate

The system allows for the submission of original signed and certified reports by the governing body.

STATE-LEVEL INTERFACE

The system allows for monitoring the progress and stage of completion through work queues.

The system allows the state level user to bring in external data for validation from the Department of Revenue’s Municipal Tax Rate Setting Portal and the NHED’s Grant Management System.

The process includes a series of manual validations that have been set up to check the internal logic of the reporting as well as historical trends and year-over-year reporting.

After all districts and charter schools have submitted their data, the Bureau consolidates this data into a State-wide DOE-25.

The system calculates a State-wide Cost per Pupil – see Exhibit A which is included in this document.

The system calculates a State Profile – see Exhibit B which is included in this document.

The state-wide data is used to meet the following federal reporting requirements through a manual submission process:

- F-33 – Annual Survey of School Finance to US Census Bureau - <https://www.census.gov/programs-surveys/npefs.html>
- School Level Finance Survey (SLFS) to USED – https://nces.ed.gov/ccd/data_slfs.asp
- National Public Education Financial Survey (NPEFS) – <https://surveys.nces.ed.gov/ccdnpefs/>

The fund equity sections of the DOE25 are pulled to perform cooperative apportionment calculations.

The data is archived in the Department of Education Financial Reporting System (DFRS) and can be accessed for data analysis purposes, as follows:

- By the public – through iFinance on the NHED website, a user may pull up either an individual district or a state-wide DOE-25 report as far back as 2010.
- An agency user may implement the dynamic query tool to bring up fields using a drop-down box to identify all districts or select districts for a given year.
- An agency user may implement SQL to query fields for named districts across historical years.

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Shortfalls of the Current Data Collection Process

There are various key users of school financial data that include the NH legislature, United States Department of Education, United States Census bureau, and local and state constituents. It is essential for New Hampshire to have data that is consistent, accurate, compliant, and available for analysis. The Agency expects the outcome of this project to be a more efficient and effective process for school district financial data collection as well as the ability to use data more effectively to improve education in New Hampshire and to solve the current shortfalls in the existing data collection and reporting process, as follows:

- The DOE-25 is currently non-compliant with Government Accounting Standards Board (GASB) pronouncements for funds and fund balance designations because it is based on an account code classification system dating back to 1999
- New Hampshire data being reported at a federal level does not match federal definitions, as the Federal Handbook has been updated numerous times since the 1999 NH Accounting Handbook, the most recent of which is from 2014
- There is a lot of inconsistency in reporting across the state of NH
- The process is manual and prone to error
- The process does not ensure good accounting practices
- The system does not “speak to” a data dictionary for proper approved account code classification
- Data is limited to roll-up by function code and object code categories
- The data input process is extremely time-consuming for SFOs
- The federal reporting process is manual and time consuming
- The public interface of the data is limited to one year at a time for one district at a time for the entire report
- Effective analysis across historical years for multiple districts requires SQL coding
- The data process does not allow for efficiency via the automatic pulling in of other data sets to include Average Daily Membership (ADM)

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Uniform Chart of Accounts (UCOA)

The Agency has developed a Uniform Chart of Accounts for the State of New Hampshire to ensure future consistency of data across the state (see detail below). It is the hope of the Agency that by creating a data collection system that accepts data through a UCOA, that data will be consistent across the state. A UCOA is a pre-defined and standardized account code string which represents a school district's assets, liabilities, fund balance, revenues and expenditures. The UCOA allows every district, charter public school and state operated school to track consistent data by using the same account codes and methods for tracking financial data. The UCOA was designed to be adopted by NH school districts as their option. The goal is that eventually the UCOA will be adopted by all NH school districts and charter schools for ease of use with the rollout of a new end-of-year financial reporting system.

Switching to a UCOA will require public school districts and charter schools to revamp their chart of accounts. This is a substantial project at the district-level for many reasons. First, it is a very time-consuming process requiring significant lead time. Second, if there are costs associated with the process, these costs would need to be built into a district's annual budget prior to incurring the cost. Third, the best time for a district to adopt a UCOA is in the May/June timeframe, in order to begin to build the next year's budget using the UCOA. As a result of all these factors, and the criticality of ensuring accurate data in the fall for tax rate setting purposes, it is essential that the implementation of the UCOA is done in a thoughtful and organized manner across the state using strategies, such as test data, pilot districts, and implementation planning.

The structure of the UCOA is presented below but may change immaterially after the release of the RFP and prior to contract negotiation. It is designed with eight required segments and three optional segments. Districts may add more segments outside the boundaries of the required segments at their discretion.

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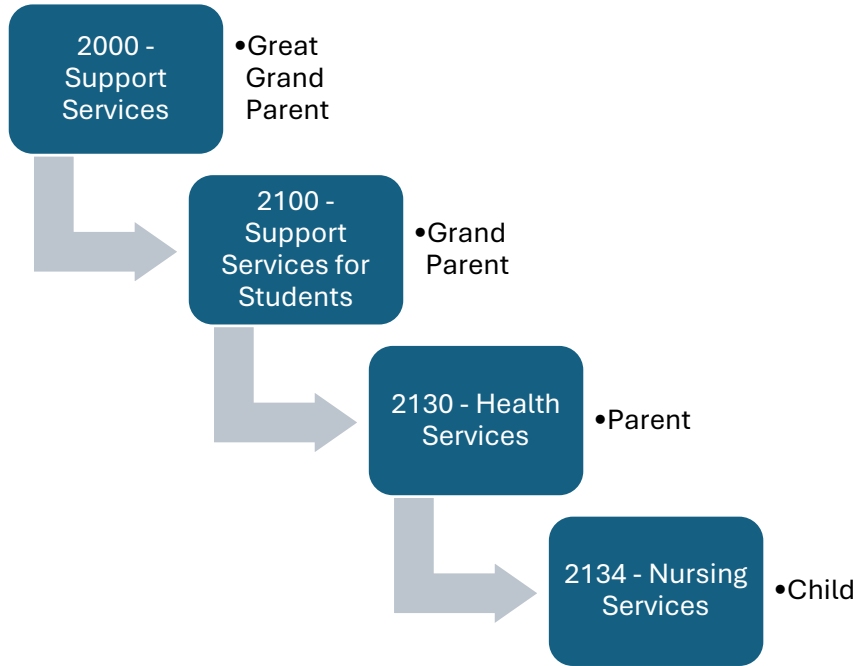
UCOA

34-digit account code string
(22 required & 12 optional digits)

Name	# Digits	Required or Optional	Definition
Fund	3	Required	Type of Source of money (e.g. General Fund, Food Service Fund, etc.)
Type	1	Required	Financial classification (e.g. Asset, Liability, etc.)
Class: Balance Sheet Revenue Expenditure Function	4	Required	Activity for which money is being classified for balance sheet, revenue, and expenditure accounts
Expenditure - Object	3	Required	Budget classification for which money is being spent
Expenditure - Job Class	2	Required	Job classification for which money is being used for compensation and benefits only
School ID/Level	3	Required	School ID code and approval level (elementary, middle or high)
Subject	3	Optional	Curriculum or detailed objective for which money is being used
Grant Year/ID#	12	6-Required	Grant identification numbers, as assigned in the Grant Management System (GMS)
Grant Activity Code		6-Optional	
Undefined	3	Optional	Code that can be used at the discretion of Districts for items they wish to track separately

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Inherent in the UCOA is a hierarchy which enables a roll-up of data. For example, this is the hierarchy in coding for booking expenses associated with nursing services for an expenditure function code:



The chart below shows the account segment types needed for each type of financial transaction: balance sheet, revenues and expenditures with examples provided below.

Balance Sheet	Revenues	Expenditures
Fund Type Class	Fund Type Class	Fund Type Class Object Job Class School ID/Level Subject
	(if applicable) Grant Yr, ID, Activity	(if applicable) Grant Yr, ID, Activity - optional

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These are examples of coding for balance sheet, revenue, and expenditure accounts:

Balance Sheet Account:

100.1.0101.000.00.0000.000000.000

General Fund, Balance Sheet, Asset, Cash in Bank, District-Wide

Revenue Account:

100.3.1111.000.00.0000.000000.000

General Fund, Revenue, Current Appropriation, District-Wide

Grant Revenue Account:

230.4.4570.000.00.0000.000.25.1234.123123.000

Special Revenue Fund – Federal Grant, Revenue, IDEA, District-Wide, 2025 Grant#1234,
Activity 123123

Expenditure Account:

100.5.2134.211.10.551.170.00.0000.000000.000

General Fund, Expenditure, Nursing Services, Health Insurance, Teacher, ABC School (#55),
Elementary Level, General Education

Grant Expenditure Account:

230.5.2134.211.10.551.170.25.1234.123123.000

Special Revenue Fund – Federal Grant, Expenditure, Nursing Services, Health Insurance,
Teacher, ABC School (#55), Elementary Level, General Education, 2025 Grant#1234, Activity
123123

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Districts code and submit expenditure data by school-level or district-wide. All expenditure function codes should be tracked at the school level except for the following which are deemed district-wide expenses:

- 1500-Private Programs
- 1600-Adult/Comm Ed
- 1700-Comm/Jr College
- 1800-Comm Services
- 2750-Non-Student Transportation
- 4000's-Facilities Acquisition & Construction
- 5000's-Other Outlays

To facilitate school level data, certain School Administrative Unit (SAU) expenses are pro-rated across all appropriate schools based on Average Daily Membership (ADM), as follows:

- 2300-General Administration
- 2500-Central Services
- 2600-SAU-level Facilities Expense

The proper proration of all expenditures by NH school districts will be essential for the school finance data system to be successful. All expenditures should point to a particular school and school level (elementary/middle/high) except for those district-wide expenditures detailed above. This will take some training and setup by our public schools so that data collection can be automated.

1.2.Scope of Work (SOW) Overview

Using the UCOA, the Agency is seeking a solution to its current system for collecting, warehousing, and using school finance data, ultimately from 200 public school districts and charter schools. In addition to a system being designed based on the UCOA, NHED also recognizes the need for a cross-walking tool which accompanies the new system. Switching a district's chart of accounts to the UCOA will be costly and labor-intensive requiring both knowledge of a district's general ledger but also knowledge of the NH Accounting Handbook. Not all districts have this expertise. In addition, some of our NH city districts are part of the larger municipal entity which manages one town/school district COA and thus not able to switch to the UCOA. In other instances, the SFO may have the knowledge, but the school district's financial software may have limitations that do not allow full compliance with the UCOA. For all these reasons, we recognize the need for an effective and flexible cross-walking tool so that districts can take their COA and map it to the UCOA.

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Due to the critical importance of having successful and timely data submissions for tax rate setting purposes, it is anticipated that the project will roll out in stages, as follows:

1. Project Planning
2. Create data collection and warehousing system using test data
3. Migrate historical data into the new data collection system
4. Create public facing data dashboard and analysis tools
5. Pilot the data collection system for a limited number of districts
6. Begin an implementation strategy across New Hampshire

The resulting contract will be Firm Fixed Price/Not to Exceed for the term of two (2) years from the date of approval of the Governor and Executive Council to align with the USED federal grant. The contract term may be extended by an additional term of two (2) years at the sole option of the Agency, subject to the parties' prior written agreement and required governmental approvals including Governor and Executive Council.

The following is a list of the scope of work, with an indication of whether the element is a mandatory or preferred element.

<u>Description</u>	<u>M/P</u>
<u>Data Access</u>	
The ability to create security features such as role-based permissions for user security levels and create and manage roles and assign access permissions that structure who can view and edit data.	M
The ability to integrate with the New Hampshire Department of Education's Single Sign-On System for access for a unified user experience.	P
The ability for vendor to provide NHED with live, direct access to data via an API.	M
<u>Data Architecture</u>	
The ability to offer different software environments to include testing, training, and production.	M
<u>Data Calculations</u>	
The ability to perform calculations at the district and state level for cost-per-pupil.	M

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<u>Data Classification</u>	
The ability to interface with and manage all educational institution data collected by NHED as the backbone of all district uploads and reports and historical data sets to include school districts and the corresponding schools that fall under school administrative units (SAUs). Be easily reconfigured to reflect school district configuration changes such as the closing, opening, and renaming of school districts and schools.	M
<u>Data Communication</u>	
The ability to automatically notify and alert when data needs to be fixed. The ability to provide alerts when data requirements or definitions have changed.	P
<u>Data Consolidation</u>	
The ability to consolidate and aggregate district level data into a state-wide data set to satisfy state-level reporting requirements for revenues and expenditures, cost per pupil and state profile.	M
<u>Data Cross-Walk</u>	
The ability for a district to map their COA to the UCOA for data submission using a universal cross-walking tool.	M
<u>Data Dictionary</u>	
The ability for data to read against an approved account code classification system as a data dictionary and the ability to manage and edit versioning from year-to-year.	M
The integration of the data dictionary into the submission process to allow for lookup and provide helpful validation and feedback during submission.	M
<u>Data System Flexibility</u>	
Design a solution which offers ease of use and intuitive process with computer laptop access and web browsers.	M
Design a solution such that it can be updated with ease to ensure compliance with future accounting rules and federal coding changes.	M
<u>Data Feedback</u>	
Provide feedback reports to the user throughout the process to include Balance Sheet, Revenue Report, Expenditure Report, School District Profile, Cost per Pupil Calculation.	M

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Data Dashboards	
The ability to query, extract, roll up, suppress, aggregate and export data based on user profile for the Agency, School Finance Officers, and Public.	M
The ability to create peer districts for analysis based on enrollment, type of school, level of expenditures, geographic area, etc. The ability for a user interface which allows for filtering and comparisons across peer districts.	M
The ability to interface with the existing Statewide Student Information System (SIS) in order to map school finance data with student demographic data.	M
Create a public-facing user interface and data dashboard system to bring up defined data analysis to include things such as expenditures by ADMA, cost per pupil using historical data. See Exhibit C for sample dashboard.	M
Data Export	
The ability to Extract, Transform, & Load (ETL) processing of data to NHED on-prem data warehouse. The ability to provide an automatic mechanism for exporting information to ancillary systems before, during, and after the submission process.	M
Data Formats	
The ability for data and information to be submitted via file submission in CSV and Excel formats. Also, the PDF format for non-financial documents.	M
Data History	
The ability to create history for data submissions through status monitoring and visibility, audit trails and/or change logs.	M
The ability to map and archive 10 years of historical data currently stored in Excel and SQL formats.	M
The ability to view historically and longitudinal comparisons.	M
Data Hosting	
The system must offer a reliable hosting solution which offers the most user access and the ability to query all data points.	M
Data Import	
The ability to import and read school district data and administration/staff contact information from the state-owned SQL database to ensure the system has a single data entry point.	M
Data Interface	
The ability to interface with GitHub.	M
Data Integration	
Provide as close to a total solution as possible for NHED, including fully-integrating with state-owned databases to include: NHED's iNHDEX System for student demographic data/enrollment data, Special Education system, Food and Nutrition system, and Grant Management System.	P

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The ability for data to map to Common Education Data Standards (CEDS) Integrated Data Store (IDS) financial data library & function codes via GENERATE (https://ceds.ed.gov).	P
The ability for the software to integrate with public school district's financial software systems (School ERP Pro, Munis, E-Finance, etc.)	P
Data Links	
Provide links to the NH Accounting Handbook II during the user interface such that the user can reference (select, search, filter, and sort) accounts while performing the data submission.	P
Data Query	
The ability to query data by individual public school district, charter school or aggregate	M
The ability for the Agency to easily query data across years for all collected data points.	M
Data Performance	
The ability to produce a system that is fast and reliable with a user-friendly interface.	M
The ability to meet performance requirements for querying large datasets.	M
The ability for users to access reporting modules remotely using a VPN.	M
Data Privacy	
Provide a platform which is compliant with the Family Educational Rights and Privacy Act (FERPA), NH Privacy Regulation HP1612, and meets the requirements of the Americans with Disabilities Act.	M
Data Process	
The integration of data into bi-directional workflows, including but not limited to 1). Validation, 2). Certification, and 3). State Approval. Examples of these include entering contact information, extension requests, data submission, and certification through an approval chain.	M
The ability to use communication strategies throughout the process, such as warnings, errors, alerts, comments, and email notification.	M

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<u>Data Reporting</u>	
The ability to run analytics and create reports over large data sets quickly.	M
The ability to generate legacy reports (DOE-25) and reporting required by the Department of Revenue (MS-25).	M
The ability to roll-up and/or aggregate data by hierarchy (e.g. to view all 100-level object codes, or all 1100 function codes, etc.) and by school level, district level, or state-level.	M
The ability to create data extracts and reporting for district and state level cost per pupil and district and state level profile (see Exhibit A - Cost-Per-Pupil Calculation).	M
The ability to create data extracts to efficiently satisfy federal reporting requirements: <ul style="list-style-type: none"> • F-33 – Annual Survey of School Finance to US Census Bureau - https://www.census.gov/programs-surveys/npefs.html • School Level Finance Survey (SLFS) to USED – https://nces.ed.gov/ccd/data_slfs.asp • National Public Education Financial Survey (NPEFS) – https://surveys.nces.ed.gov/ccdnpefs/ 	M
<u>Data Submission</u>	
Provides a system solution which provides the ability to submit data by batch and/or manual entry and offer future capability through an application programming interface (API).	M
Allows for flexible submission timing with multiple submissions per year such that users are able to test their data during periods where there are no submissions.	M
<u>Data Validation</u>	
Provide a reporting platform that ensures no data is ingested unless it passes validation.	M
Provide a reporting platform which configures custom data validation rules and the ability to adjust them as needed for: file validations, account code validations, business rules validations, account type validations, accounting rules and logic.	M
Provide a reporting platform with the ability to compare prior data submissions across fiscal years in order to identify potential data inaccuracies and/or anomalies.	M
The ability to bring in external data for validations process such as data from the Department of Revenue, etc. The ability to schedule automated imports of data from other systems.	M
<u>Data Visibility</u>	
Provides data visibility at the district, school, and state levels with set permissions.	M

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2. Schedule of Events

The following table provides a Schedule of Events for this RFP through contract finalization and approval. The Agency reserves the right to amend this Schedule at its sole discretion and at any time through a published Addendum

EVENT	DATE & TIME (ET)
RFP Released to Vendors / Inquiry Period Begins (on or about)	Monday, June 22, 2026
Vendor Conference (Optional)	Via Webinar Wednesday, July 15, 2026 @ 10:00 a.m.
Vendor Inquiry Period Ends (Final Inquiries due)	Wednesday, July 22, 2026
Final State Responses to Vendor Inquiries	Wednesday, July 29, 2026
Final Date and Time for Proposal Submission	Wednesday, September 9, 2026 @ 2:00 p.m.
Invitations for Oral Presentations	Wednesday, September 30, 2026
Vendor Presentations/Discussion Sessions/Interviews (Optional)	TBD
Estimated Date of Vendor Selection	October 30, 2026
Anticipated Governor and Council Approval	January 2027

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1. Proposal Submission

Electronic Proposals submitted in response to this RFP must be received no later than the time and date specified in the Schedule of Events, herein.

The Price Proposal must be labeled clearly and submitted separately from the Technical Proposal.

Late submissions will not be accepted. Delivery of the Proposals shall be the Vendor's responsibility. The time of receipt shall be considered when a Proposal has been officially documented by the Agency, in accordance with its established policies, as having been received via email as designated below. The Agency accepts no responsibility for undeliverable emailed Proposals.

2. Physical Proposals

Physical Proposals will not be accepted.

3. Electronic Proposals

Electronic Proposals must be addressed to: Beth.J.Gregory@doe.nh.gov

Proposals must be clearly marked as follows:

Subject: **RESPONSE TO RFP: 2026-NHED-BSFIN-01**

Electronic Submissions must be submitted using the following criteria:

- Searchable PDF Format
- Files must be less than 10MB in size.
- Exception: If files are greater than 10MB in size, the Vendor will be required to submit their Proposal in parts. It is the Vendor's responsibility to ensure a complete Proposal is submitted.

Electronic Submissions shall include:

Technical Proposal

- a) The Technical Proposal, including all required attachments:
 1. Company Profile (see [Appendix B](#))
 2. Proposed Solution (see [Appendix C](#))
 3. Technical Requirements (see [Appendix D](#))
- b) One (1) copy of the Proposal Transmittal Form Letter (described in Section 3.1.2: Transmittal Form Letter, herein) shall be signed by an official authorized to legally bind the Vendor and shall be marked "ORIGINAL."

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Price Proposal:

- a) The Price Proposal must be labeled clearly and separately from the Technical Proposal.
- b) The Price Proposal must include the Pricing Worksheets (see [Appendix E](#)).

4. Number of Proposals

Vendors are permitted to submit up to two proposals, each with a unique solution in response to this RFP. If more than one proposal is submitted, they should be delivered separately. A Vendor's disclosure or distribution of its Proposal other than to the State will be grounds for disqualification.

5. Vendor Inquiries

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be submitted via email to the following RFP Point of Contact:

Beth Gregory

Email: Beth.J.Gregory@doe.nh.gov

Inquiries must be received by the RFP Point of Contact no later than the conclusion of the Vendor Inquiry Period identified in the Schedule of Events. Inquiries received later than the conclusion of the Vendor Inquiry Period shall not be considered properly submitted and may not be considered. The State assumes no liability for assuring accurate/complete email transmission/receipt and is not required to acknowledge receipt.

The Agency intends to issue official responses to properly submitted inquiries on or before the date specified in the Schedule of Events section, herein. The Agency may consolidate and/or paraphrase questions for sufficiency and clarity. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon the Agency. Official responses by the Agency will be made only in writing by the process described above.

The Agency will require the selected Vendor to execute a Contract using the [P-37 State of New Hampshire General Provisions](#) and any attached exhibits. To the extent that a Vendor believes that exceptions to the standard form contract will be necessary for the Vendor to enter into the Agreement, the Vendor must submit those exceptions during the Vendor Inquiry Period.

6. Restriction of Contact with Agency Employees

From the date of release of this RFP until an award is made and announced regarding the selection of a Vendor, all communication with personnel employed by or under contract with the Agency regarding this RFP is prohibited unless first approved by the RFP Points of Contact listed herein. Agency employees have been directed not to hold conferences and/or discussions concerning this RFP with any potential Contractor during the selection process, unless otherwise authorized by the RFP Point of Contact. Vendors may be disqualified for violating this restriction on communications.

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7. Validity of Proposal

Proposals must be valid for one hundred and eighty (180) days following the deadline for submission of Proposals in the Schedule of Events, or until the Effective Date of any resulting Contract, whichever is later.

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SECTION 3: PROPOSAL ORGANIZATION, CONTENT, AND REQUIRED ITEMS

SECTION 3: PROPOSAL ORGANIZATION, CONTENT, AND REQUIRED ITEMS

1. Proposal Organization

Proposals should adhere to the following outline:

- 1.1 Cover Page
- 1.2 Transmittal Form Letter
- 1.3 Table of Contents
- 1.4 Section I: Executive Summary
- 1.5 Section II: Glossary of Terms and Abbreviations
- 1.6 Section III: Company Profile Information
- 1.7 Section IV: Proposed Solution
- 1.8 Section V: Technical Requirements
- 1.9 Section VI: Vendor Attachments
- 1.10 Section VII: Price Proposal (sent separately)

1.1. Cover Page

The first page of the Vendor's Proposal should be a cover page containing:

State of New Hampshire

Department of Education

Response to RFP: **RFP 2026-NHED-BSFIN-01**

The cover page should also include the Vendor's name, contact person, contact telephone number, address, city, state, zip code, fax number, and email address.

1.2. Transmittal Form Letter

The Vendor must submit a signed Transmittal Form Letter with their response using the Transmittal Form Letter template provided on the following page. Any electronic alteration to the content of this Transmittal Form Letter template is prohibited. Any such changes shall result in a Proposal being rejected.

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SECTION 3: PROPOSAL ORGANIZATION, CONTENT, AND REQUIRED ITEMS

State of New Hampshire Proposal Transmittal Form Letter

Company Name:

Address:

To: Beth Gregory

603-931-9419

Beth.J.Gregory@doe.nh.gov

RE: Proposal Invitation Name: SCHOOL FINANCE DATA SYSTEM

Proposal Number: RFP 2026-NHED-BSFIN-01

Proposal Due Date and Time: Wednesday, September 9, 2026 @ 2:00 p.m.

To Whom It May Concern:

Company Name: _____ hereby submits an offer to provide to the State of New Hampshire the Services indicated in SCHOOL FINANCE DATA SYSTEM RFP 2026-NHED-BSFIN-01 at the price(s) quoted in Vendor Response Section VIII: Price Proposal, in complete accordance with all conditions of this RFP and all Specifications set forth in the RFP and in the P-37 State of New Hampshire General Provisions and Exhibits, identified in Appendix I.

We attest to the fact that:

1. The company has reviewed and agreed to be bound by the RFP.
2. The company has not altered any of the language or other provisions contained in the RFP document.
3. The Proposal is effective for a period of 180 days from the RFP Closing Date or until the Effective Date of any resulting Contract, whichever is later.
4. The prices quoted in the Proposal were established without collusion with other vendors.
5. The Vendor has read and fully understands this RFP.

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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.

This document shall be signed by a person who is authorized to legally obligate the responding Vendor. A signature on this document indicates that all State of New Hampshire terms and conditions are accepted by the responding Vendor and that any and all other terms and conditions submitted by the responding Vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding Vendor shall also be subject to State of New Hampshire terms and conditions as stated on the reverse of the purchase order, if any.

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Our official point of contact is:

Title:

Telephone:

Email:

Authorized Signature Printed:

Authorized Signature:

[Remainder of page intentionally left blank]

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1.3. Table of Contents

The Vendor must provide a table of contents with corresponding page numbers relating to its Proposal.

1.4. Section I: Executive Summary

Section I shall provide an executive summary, not to exceed two (2) pages, identifying how the Vendor satisfies the goals of this RFP. The executive summary will also provide an overview of the Vendor's proposed Solution and Services highlighting those factors that they believe distinguish their Proposal.

1.5. Section II: Glossary of Terms and Abbreviations

Section II shall provide a glossary of all terms, acronyms, and abbreviations used in the Vendor's Proposal.

1.6. Section III: Company Profile Information

[Appendix B](#) details all the requirements under Section III Company Profile Information to include firm credentials, financial strength, litigation history, prior project execution, subcontractor information, team organization and staff, project manager, project execution plan, communication/training and support plan, and migration plan.

1.7. Section IV: Proposed Solution

[Appendix C](#) details all the requirements under Section IV Proposed Solution to include data access, aggregation, architecture, calculations, consolidation, dictionary, flexibility, feedback, dashboards, export, formats, history, hosting, interface, integration, links, query, privacy, process, reporting, submission, and validation.

1.8. Section V: Technical Requirements

[Appendix D](#) details all the requirements under Section V Technical Requirements to include general specifications, security, privacy, testing, hosting operations, hosting disaster recovery, hosting security, hosting service level agreement, and support and maintenance.

1.9. Section VI: Vendor Attachments

Extra materials such as product literature, etc.

1.10. Section VII: Price Proposal (sent separately)

Appendix E details the requirements under Section VII Price Proposal. The price proposal must be labeled clearly and sent separately from the Technical Proposal.

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**STATE OF NEW HAMPSHIRE
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SECTION 4: EVALUATION OF PROPOSALS**

SECTION 4: EVALUATION OF PROPOSALS

1. Criteria for Evaluation and Scoring

Each responsive Proposal will be evaluated and considered with regard to the Solution and Services proposed, qualifications of the Vendor and any Subcontractors, experience and qualifications of proposed candidates, and price.

If the Agency determines to make an award, the Agency will begin negotiations with a Vendor based on these evaluations. Should the Agency be unable to reach agreement with the high scoring Vendor during Contract discussions, the Agency may then undertake Contract discussions with the next high scoring Vendor and so on; or the Agency may reject all Proposals, cancel this RFP, or solicit new Proposals under a new acquisition process.

The Agency will use a scoring scale of one thousand (1000) points. Points will be distributed as set forth in the table below.

Table 4.1: Scoring of Proposal

CATEGORIES	POINTS
Technical Proposal with the following potential maximum scores for each Technical Proposal category listed below:	800 Points (80%)
<ul style="list-style-type: none"> • Company Profile (see Appendix B) 	<ul style="list-style-type: none"> • 300 Sub Points
<ul style="list-style-type: none"> • Proposed Solution (See Appendix C) 	<ul style="list-style-type: none"> • 400 Sub Points
<ul style="list-style-type: none"> • Technical Requirements (see Appendix D) 	<ul style="list-style-type: none"> • 100 Sub Points
Price Proposal Potential Maximum Points (see Appendix E)	200 Points (20%)
TOTAL POTENTIAL MAXIMUM POINTS AWARDED	1000 Points

The Agency will select a Vendor based upon the criteria and standards contained in this RFP and from applying the weighting in this section. Oral interviews and reference checks, to the extent they are utilized by the Agency, will be used to refine and finalize technical scores.

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SECTION 4: EVALUATION OF PROPOSALS

2. Scoring Detail

2.1. Scoring of the Company Profile (see [Appendix B](#))

The company profile will be allocated a maximum score of 300 points as outlined in [Appendix B](#). It must be established that the Vendor Company can carry out the Project through Implementation, the Warranty Period and the maintenance period.

In addition, the Vendor's staff must have the training and experience to support the Vendor's plans to implement and support the System. Scoring is primarily measured using vendor responses in the following sections:

- a) Corporate Qualifications
- b) Qualifications of Key Staff
- c) Proposed Work Plan and Timelines
- d) Vendor Presentations & Demonstrations (if applicable)
- e) References

2.2. Scoring of Proposed Solution (see [Appendix C](#))

The Vendor's Proposed Solution will be allocated a maximum score of 400 Points as outlined in [Appendix C](#). Vendor company must complete Appendix C using the following link, [RFP 2026-NHED-BSFIN-01 Vendor Workbook](#), as part of the RFP submission. The main purpose of this section is to measure how well the Solution meets the business needs of the Agency. Scoring is primarily measured using vendor responses in the following sections:

- a) Responses to Requirements and Deliverables
- b) Narrative Responses
- c) Vendor Presentation and Demonstration (if applicable)

2.3. Scoring of Technical Requirements (see [Appendix D](#))

The Vendor's Technical Requirements will be allocated a maximum score of 100 Points as outlined in [Appendix D](#). Vendor company must complete Appendix D using the following link, [RFP 2026-NHED-BSFIN-01 Vendor Workbook](#), as part of the RFP submission. In this section, the State will score the technical merits of how the Vendor will carry out the Implementation and maintenance of the Solution to include security, privacy, testing, hosting, etc. Scoring is primarily measured using vendor responses in the following sections:

- a) Responses to Requirements and Deliverables
- b) Narrative Responses

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2.4. Scoring the Price (see [Appendix E](#))

The Vendor's price will be allocated a maximum score of 200 points as outlined in Appendix E. Vendor company must complete [Appendix E](#) using the following link, [RFP 2026-NHED-BSFIN-01 Vendor Workbook](#), as part of the RFP submission. The price information required in a Proposal is intended to provide a sound basis for comparing price. The Vendor's Price Score formula described in the Price Proposal Review and Scoring section will be utilized for this scoring portion.

3. Planned Evaluations

The Agency plans to use the following process:

- a) Initial screening to ensure that the Proposals are compliant with submission requirements.
- b) Preliminary evaluation of the Proposals.
- c) Oral interviews and Product Demonstrations (if applicable).
- d) Final Evaluation of Technical Proposals and scoring.
- e) Review of Price Proposals and scoring.
- f) Select the highest scoring Vendor and begin contract negotiation.

3.1. Initial Screening

The Agency will conduct an initial screening step to verify Vendor compliance with the submission requirements set forth in the RFP and the minimum content set forth in the Proposal Format, Content and Required Items within this RFP. The Agency may waive or offer a limited opportunity to cure immaterial deviations from the RFP requirements if it is determined to be in the best interest of the State. A Proposal that fails to satisfy either submission requirements or minimum standards may be rejected without further consideration.

3.2. Preliminary Technical Scoring of Proposals

The Agency will establish an evaluation team. This evaluation team will review the Technical Proposals and give a preliminary score. Should a vendor fail achieve a minimum score of 70 in the technical categories review relative to Data Process, Data Reporting, Data Submission, & Data Validation, Data Consolidation, Data Cross-Walking, and Data Dictionary or report being able to provide at least 80 percent of mandatory requirements, it will receive no further consideration from the evaluation team and the Vendor's Price Proposal will remain unopened. Price Proposals will remain unopened during the preliminary technical review, Oral Interviews and Product Demonstrations.

3.3. Oral Interviews and Product Demonstrations

At the Agency's discretion, Vendors may be invited to oral interviews and/or product demonstrations including demonstrations of any proposed automated systems or technology components. The Agency retains the sole discretion to determine whether to conduct oral interviews and product demonstrations, with which Vendors, the number of interviews and the length of time provided for the interview and Product demonstration. The Agency may decide to conduct oral interviews and product demonstrations with less than all responsive Vendors.

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The purpose of oral interviews and product demonstrations is to clarify and expound upon information provided in the written Proposals. Vendors are prohibited from altering the basic substance of their Proposals during the oral interviews and product demonstrations. The Agency may ask the Vendor to provide written clarifications of elements in their Technical Proposal regardless of whether it intends to conduct oral interviews.

Information gained from oral interviews and product demonstrations will be used to refine technical review scores assigned from the initial review of the Proposals. All costs associated with oral presentations/interviews shall be borne entirely by the Vendor.

3.4. Final Scoring of Technical Proposals

Following Oral Interviews, Product Demonstrations, Reference Checks (if appropriate) and/or review of written clarifications of Proposals requested by the Agency, the evaluation team will determine a final score for each Technical Proposal.

3.5. Price Proposal Review and Scoring

Price Proposals will be reviewed upon completion of the final scoring of Technical Proposals. The Vendor's Price Proposal will be allocated a maximum potential score of 200 points. Vendors are advised that this is not a low bid award and that the scoring of the price Proposal will be combined with the scoring of the Technical Proposal to determine the overall highest scoring Vendor.

The following formula will be used to assign points for Price:

Vendor's Price Score = (Lowest Proposed Price / Vendor's Proposed Price) x Maximum Number of Points for Price Proposal.

For the purpose of this formula, the lowest proposed price is defined as the lowest price proposed by a Vendor who has scored above the minimum necessary for consideration on the Technical Score.

4. No Best and Final Offer

The Proposal should be submitted initially on the most favorable terms that the Vendor can offer. There will be no best and final offer procedure. The Vendor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or the entire Proposal.

5. Rights of the Agency in Accepting and Evaluating Proposals

The Agency reserves the right to:

- a) Make independent investigations in evaluating Proposals.
- b) Request additional information to clarify elements of a Proposal.
- c) Waive minor or immaterial deviations from the RFP requirements, if determined to be in the best interest of the State.
- d) Omit any planned evaluation step if, in the Agency's view, the step is not needed.

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- e) At its sole discretion, reject any and all Proposals at any time.
- f) Open contract discussions with the second highest scoring Vendor and so on, if the Agency is unable to reach an agreement on Contract terms with the higher scoring Vendor(s).

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SECTION 5: TERMS AND CONDITIONS RELATED TO THE RFP PROCESS

SECTION 5: TERMS AND CONDITIONS RELATED TO THE RFP PROCESS

1. RFP Addendum

The Agency reserves the right to amend this RFP at its discretion, prior to the Proposal submission deadline. In the event of an addendum to this RFP, the Agency, at its sole discretion, may extend the Proposal submission deadline, as it is deemed appropriate.

2. Non-Collusion

The Vendor's signature on a Proposal submitted in response to this RFP guarantees that the prices, terms and conditions, and Work quoted have been established without collusion with other Vendors and without effort to preclude the Agency from obtaining the best possible competitive Proposal.

3. Property of the State

All material received in response to this RFP shall become the property of the State and will not be returned to the Vendor. Upon Contract award, the State reserves the right to use any information presented in any Proposal.

4. Confidentiality of a Proposal

The substance of a Proposal must remain confidential until the Effective Date of any Contract resulting from this RFP. A Vendor's disclosure or distribution of Proposals other than to the Agency without the Agency's prior consent may be grounds for disqualification.

5. Public Disclosure

In general, the State is obligated to make public the information submitted in response to this RFP (including all materials submitted in connection with it, such as attachments, exhibits, addenda, and presentations), any resulting contract, and information provided during the contractual relationship. The Right-to-Know law (RSA 91-A) obligates the State to conduct an independent analysis of the confidentiality of the information submitted, regardless of whether it is marked confidential.

In addition, the Governor and Council (G&C) contract approval process more specifically requires that pricing be made public and that any contract reaching the G&C agenda for approval be posted online.

5.1. Disclosure of Information Submitted in Response to RFP

Information submitted in response to this RFP is subject to public disclosure under the Right-to-Know law after the award of a contract by G&C. At the time of closing date for Proposals, the State will post the number of responses received with no further information. Pursuant to RSA 21-G:37, the State will also post the name and rank or score of each Vendor pursuant to the timeliness requirements therein. Notwithstanding the Right-to-Know law, no information concerning the contracting process, including, but not limited to, information related to proposals, communications between the parties or contract negotiations, shall be available until a contract is approved by G&C, or, if the contract does not require G&C

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approval, until the contract has been actually awarded. This means unsuccessful Vendors shall not be notified of the outcome until that time.

Confidential, commercial, or financial information may be exempt from public disclosure under RSA 91-A:5, IV. If a Vendor believes any information submitted in response to this request for proposal should be kept confidential, the Vendor must specifically identify that information where it appears in the submission in a manner that draws attention to the designation and must mark/stamp each page of the materials that the Vendor claims must be exempt from disclosure as "CONFIDENTIAL." Vendors must also provide a letter to the person listed as the point of contact for this RFP, identifying the specific page number and section of the information you consider to be confidential, commercial or financial and providing your rationale for each designation. Marking or designating an entire proposal, attachment or section as confidential shall neither be accepted nor honored by the State. Vendors must also provide a separate copy of the full and complete document, fully redacting those portions and shall note on the applicable page or pages that the redacted portion or portions are "confidential."

Submissions which do not conform to these instructions by failing to include a redacted copy (if necessary), by failing to include a letter specifying the rationale for each redaction, by failing to designate the redactions in the manner required by these instructions, or by including redactions which are contrary to these instructions or operative law may be rejected by the State as not conforming to the requirements of the proposal.

Pricing, which includes but is not limited to administrative costs and other performance guarantees in Proposals or any subsequently awarded contract, shall be subject to public disclosure regardless of whether it is marked as confidential.

Notwithstanding a Vendor's designations, the State is obligated under the Right-to-Know law to conduct an independent analysis of the confidentiality of the information submitted in a proposal. If a request is made to the State by any person or entity to view or receive copies of any portion of the proposal, the State shall first assess what information it is obligated to release. The State will then notify you that a request has been made, indicate what, if any, information the State has assessed is confidential and will not be released, and specify the planned release date of the remaining portions of the proposal. To halt the release of information by the State, a Vendor must initiate and provide to the State, prior to the date specified in the notice, court action in the Superior Court of the State of New Hampshire, at its sole expense, seeking to enjoin the release of the requested information.

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SECTION 5: TERMS AND CONDITIONS RELATED TO THE RFP PROCESS

By submitting a proposal, Vendors acknowledge and agree that:

The State may disclose any and all portions of the proposal or related materials that are not marked as confidential and/or which have not been specifically explained in the letter to the person identified as the point of contact for this RFP;

The State is not obligated to comply with a Vendor's designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted in your proposal; and

The State may, unless otherwise prohibited by court order, release the information on the date specified in the notice described above without any liability to a Vendor.

Electronic Posting of Resulting Contract

RSA 91-A obligates the disclosure of contracts resulting from responses to RFPs. As such, the Secretary of State provides to the public any document submitted to G&C for approval, and posts those documents, including the contract, on its website. Further, RSA 9-F:1 requires that contracts stemming from RFPs be posted online. By submitting a Proposal, Vendors acknowledge and agree that, in accordance with the above-mentioned statutes and policies, (and regardless of whether any specific request is made to view any document relating to this RFP), any contract resulting from this RFP that is submitted to G&C for approval will be made accessible to the public online via the State's website.

6. Non-Commitment

Notwithstanding any other provision of this RFP, this RFP does not commit the Agency to award a Contract. The Agency reserves the right, at its sole discretion, to reject any and all Proposals, or any portions thereof, at any time; to cancel this RFP; and to solicit new Proposals under a new acquisition process.

7. Proposal Preparation Cost

By submitting a Proposal, a Vendor agrees that in no event shall the Agency be either responsible for or held liable for any costs incurred by a Vendor in the preparation of or in connection with the Proposal, or for work performed prior to the Effective Date of a resulting Contract.

8. Ethical Requirements

From the time this RFP is published until a contract is awarded, no vendor shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any vendor that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any vendor who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from applying to the RFP, or similar request for submission and every such vendor shall be disqualified from applying to on any RFP or similar request for submission issued by any State agency. A vendor that was disqualified under this section because

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of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the Department of Administrative Services (DAS), which shall note that information on the list maintained on the State's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

9. Debarment

Vendors who are ineligible to apply to proposals, bids or quotes issued by the Department of Administrative Services, Division of Procurement and Support Services pursuant to the provisions of RSA 21-I:11-c shall not be considered eligible for an award under this proposal.

10. Challenges on Form or Process of the RFP

A vendor questioning the Agency's identification of the selected Vendor may request that the Agency review its selection process. Such a request shall be made in writing and be received by the Agency within 5 (five) business days after the rank or score is posted on the agency website. The request shall specify all points on which the vendor believes the Agency erred in its process and shall contain such argument in support of its position as the vendor seeks to present. In response, the issuing Agency shall review the process it followed for evaluating responses and, within 5 (five) business days of receiving the request for review, issue a written response either affirming its initial selection of a Vendor or canceling the application. In its request for review, a vendor shall not submit, and an Agency shall not accept nor consider any substantive information that was not included by the vendor in its original application response. No hearing shall be held in conjunction with a review. The outcome of the Agency's review shall not be subject to appeal.

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SECTION 6: CONTRACT TERMS AND AWARD

SECTION 6: CONTRACT TERMS AND AWARD

1. Non-Exclusive Contract

Any resulting Contract from this RFP will be a Non-Exclusive Contract. The State reserves the right, at its discretion, to retain other contractors to provide any of the Services or Deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total Proposal.

2. Award

Any resulting Contract is contingent upon approval of the Contract by Governor and Executive Council of the State of New Hampshire and upon continued appropriation of funding for the Contract.

3. Anticipated Contract Term

The Vendor shall be fully prepared to commence work after full execution of the Contract by the parties, and the receipt of required governmental approvals, including, but not limited to, Governor and Executive Council of the State of New Hampshire approval (“Effective Date”).

The contract term shall follow the USED federal grant. The first year of the contract will be the period ending September 27, 2027. The Contract Term may be extended up to two years. (“Extended Contract Term”) at the sole option of the State, subject to the party’s prior written agreement on terms and applicable fees for each extended Contract Term, contingent upon satisfactory vendor performance, continued funding and Governor and Executive Council approval.

4. Standard Contract Terms

The Agency will require the successful vendor to execute a Not to Exceed Contract. The P-37 State of New Hampshire General Provisions and Exhibits, identified in [Appendix H](#), will form the basis of any Contract resulting from this RFP.

To the extent that a Vendor believes that exceptions to the standard form Contract will be necessary for the Vendor to enter into the Agreement, the Vendor should note those issues during the Vendor Inquiry Period. The Agency will review requested exceptions and accept, reject or note that it is open to negotiation of the proposed exception at its sole discretion. If the Agency accepts a Vendor’s exception the Agency will, at the conclusion of the inquiry period, provide notice to all potential Vendors of the exceptions which have been accepted and indicate that exception is available to all potential Vendors. Any exceptions to the standard form contract that are not raised during the Vendor inquiry period are waived. In no event is a Vendor to submit its own standard contract terms and conditions as a replacement for the State’s terms in response to this solicitation.

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SECTION 6: CONTRACT TERMS AND AWARD

4.1. Contract Negotiations and Unsuccessful Vendor Notice

If a Vendor is selected, the State will notify the selected Vendor in writing of their selection and the State's desire to enter into contract discussions. Until the State successfully completes discussions with the selected Vendor, all submitted Proposals remain eligible for selection by the State. In the event contract discussions are unsuccessful with the selected Vendor, the evaluation team may recommend another Vendor.

4.2. Subcontractors

The Vendor shall remain wholly responsible for performance of the entire Contract regardless of whether a Subcontractor is used. The State will consider the Vendor to be the sole point of contact regarding all contractual matters, including payment of any and all charges resulting from any Contract.

5. Related Documents Required

The selected Vendor will be required to submit the following documents prior to Contract approval:

- a) Certificate of Good Standing obtained by the Secretary of State of New Hampshire.
- b) Certificate of Authority/Vote - The Certificate of Authority/Vote authorizes, by position, a representative(s) of your corporation to enter into an Agreement or amendment with the State of New Hampshire.
- c) Certificate of Insurance - Certificate of Insurance evidencing coverage as required under the Contract.
- d) Workers' Compensation coverage must comply with State of NH RSA 281-A.

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APPENDIX A: VENDOR CONFERENCE REQUIREMENTS

APPENDIX A: VENDOR CONFERENCE REQUIREMENTS

A Mandatory Vendor Conference will be held via webinar on the date and at the time identified in the Schedule of Events.

All Vendors who intend to submit Proposals must attend the Vendor Conference. Attendance by teleconference is permitted, and conference call information will be emailed to registrants upon request. Vendors are requested to RSVP via email by the date identified in the Schedule of Events, indicating the number of individuals who will attend the Vendor Conference.

Vendors will have an opportunity to ask questions about the RFP and the State will make a reasonable attempt to answer questions it deems appropriate. Questions may include, without limitation, a request for clarification of the RFP; a request for changes to the RFP; suggestions or changes to the RFP that could improve the RFP competition or lower the offered price; and to review any applicable Documentation.

Vendors are encouraged to email inquiries at least forty-eight (48) hours prior to the Vendor Conference. No responses will be given prior to the Vendor Conference. Oral answers will not be binding on the State. The State's final response to Vendor inquiries and any requested changes to terms and conditions raised during the Vendor Inquiry Period will be posted to the DAS Website by the date specified as the final State responses to Vendor inquiries as specified in the Schedule of Events. Vendors are responsible for any costs associated with attending the Vendor Conference.

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**STATE OF NEW HAMPSHIRE
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APPENDIX B: COMPANY PROFILE - REQUIREMENTS AND DELIVERABLES**

APPENDIX B: COMPANY PROFILE - REQUIREMENTS AND DELIVERABLES

Description	Deliverable
<p>Firm Credentials. Describe the major business areas of the firm and length of time in business. Provide a high-level description of the firm's organization and staff size. Discuss the firm's commitment to the public sector, experience with collecting and warehousing data, experience with the classifying and reporting school finance data, experience with school district financial software, and experience with public education in or outside of New Hampshire.</p>	Narrative
<p>Financial strength. Provide at least one of the following: a) the current Dunn & Bradstreet report on the firm, b) the firm's two most recent audited financial statements, c) the firm's most recent unaudited, quarterly financial statement; and d) the firm's most recent income tax return.</p>	Financial Information
<p>Litigation. The relevance of involvement of the company in litigation will be considered. Identify and describe any claims made by clients during the last 10 (ten) years. Discuss merits, current status, and outcome of each matter.</p>	Narrative
<p>Prior Project Descriptions. Provide descriptions of no more than 3 (three) similar projects completed in the last five (5) years. Each project description shall include:</p> <ul style="list-style-type: none"> a) An overview of the project covering type of client, objective, project scope, role of the firm and outcome. b) Project measures including proposed price, actual project price, proposed project schedule and actual project schedule. c) Names and contact information (name, title, address and current telephone number) for one or two references from the client. d) Names and project roles of individuals on the Vendor proposed team for the New Hampshire Project that participated in the project described. 	Narrative
<p>Subcontractor Information. Vendors must provide information on any Subcontractors proposed to work on this Project. Required information shall include but not be limited to:</p> <ul style="list-style-type: none"> a) Identification of the proposed Subcontractor and a description of the major business areas of the firm and their proposed role on the Project. b) A high-level description of the Subcontractor's organization and staff size. c) Discussion of the Subcontractor's experience with this type of Project. d) Resumes of key personnel proposed to work on the Project. e) Two references from companies or organizations where they performed similar services (if requested by the State). f) Physical location of Subcontractor's headquarters and branch offices, including offshore locations. <p>Subcontractors who provide solutions must meet all technical requirements outlined in this RFP.</p>	Narrative

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APPENDIX B: COMPANY PROFILE - REQUIREMENTS AND DELIVERABLES

<p>Team Organization and Key Vendor Staff. Provide an organizational chart depicting the Vendor Project Team. This chart should identify key staff required from the Vendor, any Subcontractors, and the State. Define the responsibilities and length of assignment for each of the roles depicted in the organizational chart. Identify the positions that should be designated key staff. Indicate if key vendor staff have experience with school finance data and/or school financial systems.</p>	<p>Narrative & Org Chart, if applicable</p>
<p>Project Manager. Although the State recognizes that staff availability is somewhat uncertain, the qualifications of the Project Manager are particularly critical. Therefore, the State requires that the Project Manager be identified with some degree of certainty. For the Project Manager Candidate, and all other Key Vendor Staff Roles, provide a resume not to exceed three (3) pages in length addressing the following:</p> <ul style="list-style-type: none"> a) The candidate’s educational background. b) An overview of the candidate’s work history. c) The candidate’s project experience relevant to the proposed project, including project type, project role and duration of the assignment. d) Any significant Certifications held by or honors awarded to the candidate. e) At least three (3) references, with publicly available contact information that can address the candidate’s performance on past projects. 	<p>Resume & Narrative, if applicable</p>
<p>Project Execution. Demonstrate project management plan to include in-person and remote working sessions, maintaining the project plan with updated assignments and due dates, timely completion of milestones and maintaining adherence to project timeline and coordination of training and product rollout. Demonstrate how the district will be supported during the transition phase. The Agency will evaluate the quality of analysis, reasonableness, and flexibility evident in the proposed Implementation approach. Provide one or more feasible Implementation Plans. For each plan provided:</p> <ul style="list-style-type: none"> a) Identify timeframes for major milestones, including timing for discontinuing legacy Systems; b) Discuss cost implications of the plan, including implications on maintenance fees and available Implementation options that would lower costs c) Address the level of risk associated with each plan. d) Why is this the approach you recommend? e) Will the Vendor provide a tool for the Agency and the Vendor to communicate and share information throughout the Project – i.e. SharePoint, Portal. 	<p>Timeline & Narrative</p>
<p>Communication, Training and Support. The Agency will evaluate communication strategies, support, training, and consultation services. Present a plan which describes communication methods and project updates, training during implementation and ongoing support services. Support maximum knowledge transfer to allow the Agency to conduct its own training in the future. Provide written documentation and user guides for deployment. Provide training and support for district users of the warehouse and dashboard.</p>	<p>Narrative</p>

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APPENDIX B: COMPANY PROFILE - REQUIREMENTS AND DELIVERABLES

<p>Migration Strategy- The Agency will evaluate the degree to which the Vendor will ensure that data conversion is effective and impacts Agency staff to the minimum extent possible:</p> <ul style="list-style-type: none">a) Lay out the plan required to convert and migrate data from The Department of Education Financial Reporting System to the new environment. Discuss your high-level approach to carrying out data conversion/migration activities. Be sure to discuss software tools and processes used to support this effort.b) Describe the approach that will be used for assessing data quality and conducting data cleansing prior to conversion. Be sure to include whose responsibility it will be and the process you are proposing to deal with incomplete records in the legacy system.c) Discuss the use of automated tools in data conversion. When will automated tools be used? When will manual intervention be required?d) What data do you know will be challenging to convert/migrate and why? What special approach will you recommend as part of the planning document to help reduce the impact of this challenge on this project?e) Discuss your approach to working with the Agency to document a data conversion/migration plan and process. Describe how you will determine how much historical data is available and what is appropriate to be made available within the new system.f) Define expectations for Agency and Vendor roles during the development of the data conversion/migration plan and process. What lessons can you share with us from other Implementations that are important to understand as part of development of the data conversion/migration plan and process.	Narrative
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**STATE OF NEW HAMPSHIRE
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APPENDIX C: PROPOSED SOLUTION**

APPENDIX C: PROPOSED SOLUTION

For this section, Appendix C, as found in the following link, [RFP 2026-NHED-BSFIN-01 Vendor Workbook](#), should be completed by the vendor for the Vendor Response Column, Delivery Method, and Comments as defined below:

Criticality Column:

(M) Indicates a requirement that is "Mandatory." The State considers it to be of such great importance that it must be met for the Proposal to be accepted. If the proposer believes that there is something about their Proposal that either obviates the need for this requirement or makes it of less importance this must be explained within the comments. The State retains the right to accept a Proposal if the need of the requirement is reduced or eliminated by another feature of the Proposal.

(P) Indicates a requirement which is "Preferred." This requirement is considered by the State to be of great use, but the lack of this feature is not considered serious enough to disqualify the Proposal.

Vendor Response Column:

Enter "Yes" if the Solution can fully support ALL the functionality described in the row, without special customization. "Yes" can only be used if the delivery method is Standard (see delivery method instructions below).

Otherwise, enter "No"; "No" can only be used with delivery method Future, Custom, or Not Available/Not Proposing (see delivery method instructions below).

Vendor Delivery Method Column:

Complete the delivery method using Standard, Future, Custom, or Not Available/Not Proposing (as defined below) that indicates how the requirement will be delivered.

Standard – Feature/Function is included in the proposed Solution and available in the current Solution release.

Future – Feature/Function will be available in a future release. (Provide anticipated delivery date, version, and service release in the comment area.)

Custom – Feature/Function can be provided with custom modifications. (Respondent must provide estimated hours and average billing rate or flat cost for the modification in the comment area. These cost estimates should add up to the total cost for modifications found in the cost summary table in Section X of the RFP).

Not Available/Not Proposing – Feature/Function has not been proposed by the Vendor. (Provide brief description of why this functionality was not proposed.)

Vendor Comments Column:

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<u>Description</u>	<u>M/P</u>
<u>Data Access</u>	
The ability to create security features such as role-based permissions for user security levels and create and manage roles and assign access permissions that structure who can view and edit data.	M
The ability to integrate with the New Hampshire Department of Education’s Single Sign-On System for access for a unified user experience.	P
The ability to provide live, direct access to data via an API.	M
<u>Data Architecture</u>	
The ability to offer different software environments to include testing, training, and production.	M
<u>Data Calculations</u>	
The ability to perform calculations at the district and state level for cost-per-pupil.	M
<u>Data Classification</u>	
The ability to interface with and manage all educational institution data collected by NHED as the backbone of all district uploads and reports and historical data sets to include school districts and the corresponding schools that fall under school administrative units (SAUs). Be easily reconfigured to reflect school district configuration changes such as the closing, opening, and renaming of school districts and schools.	M
<u>Data Communication</u>	
The ability to automatically notify and alert when data needs to be fixed. The ability to provide alerts when data requirements or definitions have changed.	P
<u>Data Consolidation</u>	
The ability to consolidate district level data into a state-wide data set to satisfy state-level reporting requirements for revenues and expenditures, cost per pupil and state profile.	M
<u>Data Cross-Walk</u>	
The ability for a district to map their COA to the UCOA for data submissions using a universal cross-walking tool.	M

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<u>Data Dictionary</u>	
The ability for data to read against an approved account code classification system as a data dictionary and the ability to manage and edit versioning from year-to-year.	M
The integration of the data dictionary into the submission process to allow for lookup and provide helpful validation and feedback during submission.	M

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Data System Flexibility	
Design a solution which offers ease of use and intuitive process with computer laptop access and web browsers.	M
Design a solution such that it can be updated with ease to ensure compliance with future accounting rules and federal coding changes.	M
Data Feedback	
Provide feedback reports to the user throughout the process to include Balance Sheet, Revenue Report, Expenditure Report, School District Profile, Cost per Pupil Calculation.	M
Data Dashboards	
The ability to query, extract, roll up, suppress, aggregate and export data based on user profile for the Agency, School Finance Officers, and Public.	M
The ability to create peer districts for analysis based on enrollment, type of school, level of expenditures, geographic area, etc. The ability for a user interface which allows for filtering and comparisons across peer districts.	M
The ability to interface with the existing Statewide Student Information System (SIS) in order to map school finance data with student demographic data.	M
Create a public-facing user interface and data dashboard system to bring up defined data analysis to include things such as expenditures by ADMA, cost per pupil using historical data. See Exhibit C for sample dashboard.	M
Data Export	
The ability to Extract, Transform, & Load (ETL) processing of data to NHED on-prem data warehouse. The ability to provide an automatic mechanism for exporting information to ancillary systems before, during, and after the submission process.	M
Data Formats	
The ability for data and information to be submitted via file submission in CSV and Excel formats. Also, the PDF format for non-financial documents.	M
Data History	
The ability to create history for data submissions through status monitoring and visibility, audit trails and/or change logs.	M
The ability to map and archive 10 years of historical data currently stored in Excel and SQL formats.	M
The ability to view history and longitudinal comparisons.	M
Data Hosting	
The system must offer a reliable hosting solution which offers the most user access and the ability to query all data points.	M

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Data Import	
The ability to import and read school district data and administration/staff contact information from an internal database to ensure the system has a single data entry point.	M
Data Interface	
The ability to interface with GitHub.	M
Data Integration	
Provide as close to a total solution as possible for NHED, including fully integrated education modules to include: NHED's iNHDEX System for student demographic data/enrollment data, Special Education system, Food and Nutrition system, and Grant Management System.	P
The ability for data to map to Common Education Data Standards (CEDS) Integrated Data Store (IDS) financial data library & function codes via GENERATE (https://ceds.ed.gov).	P
The ability for the software to integrate with public school district's financial software systems (School ERP Pro, Munis, E-Finance, etc.)	P
Data Links	
Provide links to the NH Accounting Handbook II during the user interface such that the user can reference (select, search, filter, and sort) accounts while performing the data submission.	P
Data Query	
The ability to query data by individual public school district, charter school or aggregate	M
The ability for the Agency to easily query data across years for all collected data points.	M
Data Performance	
The ability to produce a system that is fast and reliable with a user-friendly interface. The ability to meet performance requirements for querying large datasets.	M
The ability for users to access reporting module remotely using a VPN.	M
Data Privacy	
Provide a platform which is compliant with the Family Educational Rights and Privacy Act (FERPA), NH Privacy Regulation HP1612, and meets the requirements of the Americans with Disabilities Act.	M

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Data Process	
The integration of data into bi-directional workflows, including but not limited to 1). Validation, 2). Certification, and 3). State Approval. Examples of these include entering contact information, extension requests, data submission, and certification through an approval chain.	M
The ability to use communication strategies throughout the process, such as warnings, errors, alerts, comments, and email notification.	M

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<u>Data Reporting</u>	
The ability to run analytics and create reports over large data sets quickly.	M
The ability to generate legacy reports (DOE-25) and reporting required by the Department of Revenue (MS-25).	M
The ability to roll-up and/or aggregate data by hierarchy (e.g. to view all 100-level object codes, or all 1100 function codes, etc.) and by school level, district level, or state-level.	M
The ability to create data extracts and reporting for district and state level cost per pupil and district and state level profile (see Exhibit A for example).	M
The ability to create data extracts to efficiently satisfy federal reporting requirements: <ul style="list-style-type: none"> • F-33 – Annual Survey of School Finance to US Census Bureau - https://www.census.gov/programs-surveys/npefs.html • School Level Finance Survey (SLFS) to USED – https://nces.ed.gov/ccd/data_slfs.asp • National Public Education Financial Survey (NPEFS) – https://surveys.nces.ed.gov/ccdnpefs/ 	M
<u>Data Submission</u>	
Provides a system solution which provides the ability to submit data by batch and/or manual entry and offer future capability through an application programming interface (API).	M
Allows for flexible submission timing with multiple submissions per year such that users are able to test their data during periods where there are no submissions.	M
<u>Data Validation</u>	
Provide a reporting platform that ensures no data is ingested unless it passes validation.	M
Provide a reporting platform which configures custom data validation rules and the ability to adjust them as needed for: file validations, account code validations, business rules validations, account type validations, accounting rules and logic.	M
Provide a reporting platform with the ability to compare prior data submissions across fiscal years in order to identify potential data inaccuracies and/or anomalies.	M
The ability to bring in external data for validations process such as data from the Department of Revenue, etc. The ability to schedule automated imports of data from other systems.	M
<u>Data Visibility</u>	
Provides data visibility at the district, school, and state levels with set permissions.	M

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APPENDIX D: TECHNICAL REQUIREMENTS

APPENDIX D: TECHNICAL REQUIREMENTS

For this section, the Appendix D, as found in the following link, [RFP 2026-NHED-BSFIN-01 Vendor Workbook](#), should be completed by the vendor for the Vendor Response Column, Delivery Method, and Comments as defined under [Appendix C](#):

#	Description	Criticality
1. APPLICATION GENERAL SPECIFICATIONS		
1.1	Ability to access data using open standards access protocol (please specify supported versions in the comments field).	M
1.2	Data is available in a commonly used format over which no entity has exclusive control, with the exception of National or International standards. Data is not subject to any copyright, patent, trademark or other trade secret regulation.	M
1.3	Web-based compatible and in conformance with the following W3C standards: HTML5, CSS 2.1, XML 1.1	M
2. APPLICATION SECURITY		
2.1	Verify the identity or authenticate all of the system client applications before allowing use of the system to prevent access to inappropriate or confidential data or services.	M
2.2	Verify the identity and authenticate all of the system's human users before allowing them to use its capabilities to prevent access to inappropriate or confidential data or services.	M
2.3	Provide a secure user authentication model in accordance with DoIT's statewide User Account and Password Policy (https://nhstaff.nh.gov/doit/intranet/toolbox/standards/documents/End-userAccountandPasswordPolicy.pdf).	M
2.4	Provide role-based authorization to all users at the district level with dedicated administrator account for each district.	M
2.5	Provide role-based authorization to all users at the state level including an administrator account that can only control state level data. In addition, the state administrator account should be able to manage district authorization.	M
2.6	Provide the ability to limit the number of people that can grant or change authorizations.	M
2.7	Establish ability to enforce session timeouts during periods of inactivity.	M
2.8	The application shall not store authentication credentials or sensitive data in its code.	M
2.9	Logging capability for user access and interaction with customizable durations for logging.	M
2.10	The application must allow a human user to explicitly terminate a session (e.g. Administer kill a session). No remnants of the prior session should then remain.	M

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2.11	Do not use Software and System Services for anything other than what they are designed for.	M
2.12	The application data shall be protected from unauthorized use when at rest.	M
2.13	The application shall keep any sensitive data or communications private from unauthorized individuals and programs.	M
2.14	Subsequent application enhancements or upgrades shall not remove or degrade security requirements.	M
2.15	Utilize change management documentation and procedures	M
2.16	Web Services: The service provider shall use Web services exclusively to interface with the State's data in near real time when possible.	M
2.17	Meet The Americans with Disabilities Act" or ADA 508 https://www.justice.gov/crt/pl-105-220-1998-hr-1385-pl-105-220-enacted-august-7-1998-112-stat-936-codified-section-504 .	M
3. APPLICATION PRIVACY (meets the following)		
3.1	New Hampshire Privacy Regulation HP1612 https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/minimum-standards-privacy.pdf .	M
4. APPLICATION SECURITY TESTING		
4.1	Provides both test/UAT and production environments that mirror NHED's tech stack and allows the administration of deployments, backups, fail-over, etc.	M
4.2	Provide sandbox to the state for training and customizations.	M
5. HOSTING-CLOUD REQUIREMENT - OPERATIONS		
5.1	Vendor shall provide an ANSI/TIA-942 Tier 3 Data Center or equivalent. A tier 3 data center requires 1) Multiple independent distribution paths serving the IT equipment, 2) All IT equipment must be dual-powered and fully compatible with the topology of a site's architecture and 3) Concurrently maintainable site infrastructure with expected availability of 99.982%.	M
5.2	Vendor shall maintain a secure hosting environment providing all necessary hardware, software, and Internet bandwidth to manage the application and support users with permission based logins.	M
5.3	The Data Center must be physically secured – restricted access to the site to personnel with controls such as biometric, badge, and others security solutions. Policies for granting access must be in place and followed. Access shall only be granted to those with a need to perform tasks in the Data Center.	M
5.4	Vendor shall install and update all server patches, updates, and other utilities within 60 days of release from the manufacturer.	M
5.5	Vendor shall monitor System, security, and application logs.	M
5.6	Vendor shall manage the sharing of data resources.	M

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APPENDIX D: TECHNICAL REQUIREMENTS

5.7	Vendor shall manage daily backups, off-site data storage, and restore operations.	M
5.8	The Vendor shall monitor physical hardware.	M
5.9	Remote access shall be customized to the Agency's business application. In instances where the Agency requires access to the application or server resources not in the DMZ, the Vendor shall provide remote desktop connection to the server through secure protocols such as a Virtual Private Network (VPN).	M
5.10	The Vendor shall report any breach in security in conformance with State of NH RSA 359-C:20. Any person engaged in trade or commerce that is subject to RSA 358-A:3, I shall also notify the regulator which has primary regulatory authority over such trade or commerce. All other people shall notify the New Hampshire attorney general's office.	M
6. HOSTING-CLOUD REQUIREMENT - DISASTER RECOVERY		
6.1	Vendor shall have documented disaster recovery plans that address the recovery of lost State data as well as their own. Systems shall be architected to meet the defined recovery needs.	M
6.2	The disaster recovery plan shall identify appropriate methods for procuring additional hardware in the event of a component failure. In most instances, systems shall offer a level of redundancy so the loss of a drive or power supply will not be sufficient to terminate services however, these failed components will have to be replaced.	M
6.3	Vendor shall adhere to a defined and documented back-up schedule and procedure.	M
6.4	Back-up copies of data are made for the purpose of facilitating a restore of the data in the event of data loss or System failure.	M
6.5	Scheduled backups of all servers must be completed regularly. The minimum acceptable frequency is differential backup daily, and complete backup weekly.	M
6.6	Tapes or other back-up media tapes must be securely transferred from the site to another secure location to avoid complete data loss with the loss of a facility.	M
6.7	Data recovery – In the event that recovery back to the last backup is not sufficient to recover Agency Data, the Vendor shall employ the use of database logs in addition to backup media in the restoration of the database(s) to afford a much closer to real-time recovery. To do this, logs must be moved off the volume containing the database with a frequency to match the business needs.	M
7. HOSTING-CLOUD REQUIREMENT - HOSTING SECURITY		
7.1	The Vendor shall employ security measures ensure that the Agency's application and data is protected.	M
7.2	If Agency data is hosted on multiple servers, data exchanges between and among servers must be encrypted.	M

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7.3	All servers and devices must have currently supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a whole, shall have aggressive intrusion-detection and firewall protection.	M
7.4	All components of the infrastructure shall be reviewed and tested to ensure they protect the Agency’s hardware, software, and its related data assets. Tests shall focus on the technical, administrative and physical security controls that have been designed into the System architecture in order to provide confidentiality, integrity and availability.	M
7.5	The Vendor shall ensure its complete cooperation with the Agency’s Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.	M
7.6	The Vendor shall authorize the Agency to perform scheduled and random security audits, including vulnerability assessments, of the Vendor’ hosting infrastructure and/or the application upon request.	M
7.7	All servers and devices must have event logging enabled. Logs must be protected with access limited to only authorized administrators. Logs shall include System, Application, Web and Database logs.	M
7.8	Operating Systems (OS) and Databases (DB) shall be built and hardened in accordance with guidelines set forth by CIS, NIST or NSA.	M
7.9	The Vendor shall notify the Agency’s Project Manager of any security breaches within two (2) hours of the time that the Vendor learns of their occurrence.	M
7.10	The Vendor shall be solely liable for costs associated with any breach of Agency data housed at their location(s) including but not limited to notification and any damages assessed by the courts.	M
8. HOSTING-CLOUD REQUIREMENT - SERVICE LEVEL AGREEMENT		
8.1	The Vendor’s System support and maintenance shall commence upon the Effective Date and extend through the end of the Contract term, and any extensions thereof.	M
8.2	The vendor shall maintain the hardware and Software in accordance with the specifications, terms, and requirements of the Contract, including providing, upgrades and fixes as required.	M
8.3	The vendor shall repair or replace the hardware or software, or any portion thereof, so that the System operates in accordance with the Specifications, terms, and requirements of the Contract.	M
8.4	All hardware and software components of the Vendor hosting infrastructure shall be fully supported by their respective manufacturers at all times. All critical patches for operating systems, databases, web services, etc., shall be applied within sixty (60) days of release by their respective manufacturers.	M
8.5	The Agency shall have unlimited access, via phone or Email, to the Vendor technical support staff between the hours of 8:30am to 5:00pm- Monday through Friday EST.	M

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APPENDIX D: TECHNICAL REQUIREMENTS

8.6	<p>The Vendor shall conform to the specific deficiency class as described:</p> <p>8.6.1 Class A Deficiency - Software - Critical, does not allow System to operate, no work around, demands immediate action; Written Documentation - missing significant portions of information or unintelligible to State; Non-Software - Services were inadequate and require re-performance of the Service.</p> <p>8.6.2 Class B Deficiency - Software - important, does not stop operation and/or there is a work around and user can perform tasks; Written Documentation - portions of information are missing but not enough to make the document unintelligible; Non-Software - Services were deficient, require reworking, but do not require re-performance of the Service.</p> <p>8.6.3 Class C Deficiency - Software - minimal, cosmetic in nature, minimal effect on System, low priority and/or user can use System; Written Documentation - minimal changes required and of minor editing nature; Non-Software - Services require only minor reworking and do not require re-performance of the Service.</p>	M
8.7	<p>As part of the maintenance agreement, ongoing support issues shall be responded to according to the following:</p> <p>8.7.1 Class A Deficiencies - The Vendor shall have available to the State on-call telephone assistance, with issue tracking available to the State, eight (8) hours per day and five (5) days a week with an email / telephone response within two (2) hours of request; or the Vendor shall provide support on-site or with remote diagnostic Services, within four (4) business hours of a request;</p> <p>8.7.2 Class B & C Deficiencies –The State shall notify the Vendor of such Deficiencies during regular business hours and the Vendor shall respond back within four (4) hours of notification of planned corrective action; The Vendor shall repair or replace Software, and provide maintenance of the Software in accordance with the Specifications, Terms and Requirements of the Contract.</p>	M
8.8	<p>The hosting server for the State shall be available twenty-four (24) hours a day, 7 days a week except for during scheduled maintenance.</p>	M
8.9	<p>A regularly scheduled maintenance window shall be identified (such as weekly, monthly, or quarterly) at which time all relevant server patches and application upgrades shall be applied.</p>	M
8.10	<p>If The Vendor is unable to meet the uptime requirement, The Vendor shall credit State’s account in an amount based upon the following formula: (Total Contract Item Price/365) x Number of Days Contract Item Not Provided. The State must request this credit in writing.</p>	M
8.11	<p>The Vendor shall use a change management policy for notification and tracking of change requests as well as critical outages.</p>	M
8.12	<p>A critical outage will be designated when a business function cannot be met by a nonperforming application and there is no work around the problem.</p>	M

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APPENDIX D: TECHNICAL REQUIREMENTS

8.13	The Vendor shall maintain a record of the activities related to repair or maintenance activities performed for the Agency and shall report quarterly on the following: Server up-time; All change requests implemented, including operating system patches; All critical outages reported including actual issue and resolution; Number of deficiencies reported by class with initial response time as well as time to close.	M
8.14	The Vendor will give two-business days prior notification to the Agency's Project Manager of all changes/updates and provide the State with training due to the upgrades and changes.	M
9. SUPPORT & MAINTENANCE REQUIREMENTS		
9.1	The Vendor's System support and maintenance shall commence upon the Effective Date and extend through the end of the Contract term, and any extensions thereof.	M
9.4	The Agency shall have unlimited access, via phone or Email, to the Vendor technical support staff between the hours of 8:30am to 5:00pm- Monday through Friday EST.	M
9.5	The Vendor response time for support shall conform to the specific deficiency class as described below or as agreed to by the parties: 9.5.1 Class A Deficiency - Software - Critical, does not allow System to operate, no work around, demands immediate action; Written Documentation - missing significant portions of information or unintelligible to State; Non Software - Services were inadequate and require re-performance of the Service. 9.5.2 Class B Deficiency - Software - important, does not stop operation and/or there is a work around and user can perform tasks; Written Documentation - portions of information are missing but not enough to make the document unintelligible; Non Software - Services were deficient, require reworking, but do not require re-performance of the Service. 9.5.3 Class C Deficiency - Software - minimal, cosmetic in nature, minimal effect on System, low priority and/or user can use System; Written Documentation - minimal changes required and of minor editing nature; Non Software - Services require only minor reworking and do not require re-performance of the Service.	M
9.6	The Vendor shall make available to the Agency the latest program updates, general maintenance releases, selected functionality releases, patches, and Documentation that are generally offered to its customers, at no additional cost.	M
9.7	For all maintenance Services calls, The Vendor shall ensure the following information will be collected and maintained: 1) nature of the Deficiency; 2) current status of the Deficiency; 3) action plans, dates, and times; 4) expected and actual completion time; 5) deficiency resolution information, 6) resolved by;	P

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APPENDIX D: TECHNICAL REQUIREMENTS

	7) identifying number i.e. work order number; 8) issue identified by.	
9.8	The Vendor must work with the Agency to identify and troubleshoot potentially large-scale System failures or Deficiencies by collecting the following information: 1) mean time between reported Deficiencies with the Software; 2) diagnosis of the root cause of the problem; and 3) identification of repeat calls or repeat Software problems.	P
9.9	As part of the Software maintenance agreement, ongoing software maintenance and support issues, shall be responded to according to the following or as agreed to by the parties: 9.9.1 Class A Deficiencies - The Vendor shall have available to the Agency's on-call telephone assistance, with issue tracking available to the Agency, eight (8) hours per day and five (5) days a week with an email / telephone response within two (2) hours of request; or the Vendor shall provide support on-site or with remote diagnostic Services, within four (4) business hours of a request; 9.9.2 Class B & C Deficiencies –The State shall notify the Vendor of such Deficiencies during regular business hours and the Vendor shall respond back within four (4) hours of notification of planned corrective action; The Vendor shall repair or replace Software, and provide maintenance of the Software in accordance with the Specifications, Terms and Requirements of the Contract; or as agreed between the parties.	M
9.10	The Vendor shall use a change management policy for notification and tracking of change requests as well as critical outages.	M
9.11	A critical outage will be designated when a business function cannot be met by a nonperforming application and there is no work around the problem.	M
9.12	The Vendor shall maintain a record of the activities related to repair or maintenance activities performed for the Agency and shall report quarterly on the following: All change requests implemented; All critical outages reported including actual issue and resolution; Number of deficiencies reported by class with initial response time as well as time to close.	M
9.13	The hosting server for the Agency shall be available twenty-four (24) hours a day, 7 days a week except during scheduled maintenance.	M
9.14	The Vendor will guide the State with possible solutions to resolve issues to maintain a fully functioning, hosted System.	M
9.15	A regularly scheduled maintenance window shall be identified (such as weekly, monthly, or quarterly) at which time all relevant server patches and application upgrades shall be applied.	M
9.16	The Vendor will give two business days prior notification to the Agency's Project Manager of all changes/updates and provide the Agency with training due to the upgrades and changes.	M

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9.17	All hardware and software components of the Vendor hosting infrastructure shall be fully supported by their respective manufacturers at all times. All critical patches for operating systems, databases, web services, etc., shall be applied within sixty (60) days of release by their respective manufacturers.	M
9.18	The Vendor shall provide the Agency with a personal secure FTP site to be used by the Agency for uploading and downloading files if applicable.	M
9.19	Customer solutions and support center proposal.	M
9.20	Technical reporting and advisory.	M

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APPENDIX E: PRICING**

APPENDIX E: PRICING

Pricing

Vendor's Price Proposal must be based on the formatted worksheets as outlined in Appendix E and the [RFP 2026-NHED-BSFIN-01 Vendor Workbook](#).

The Vendor must assume all reasonable travel and related expenses. All labor rates will be "Fully Loaded", including, but not limited to meals, hotel/housing, airfare, car rentals, car mileage, and out-of-pocket expenses.

<u>Activity</u>	<u>Type</u>	Sept 28, 2026	Sept 28, 2027 -	Sept 28, 2028 -	<u>Price</u>
		Sept 27, 2027	Sept 27, 2028	Sept 27, 2029	
		<u>Year 1</u>	<u>Extension</u>	<u>Extension</u>	
		Yes/No	<u>Year 1</u>	<u>Year 2</u>	\$
<u>PLANNING & PROJECT MANAGEMENT</u>					
Perform due diligence, review project requirements, assign staff, create detailed work plans with timelines, conduct kick off meeting, set communication plan					
Conduct Project Kickoff Meeting	Non-Software				
<u>Develop Work Plans for:</u>					
Workflow and Timing	Written				
Infrastructure	Written				
Security	Written				
Communication	Written				
Software Configuration	Written				
Systems Interface	Written				
Testing	Written				
Data Conversion	Written				
Deployment	Written				
Training	Written				
End-User Support	Written				
Business Continuity	Written				

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<u>Activity</u>	<u>Type</u>	Sept 28, 2026	Sept 28, 2027 -	Sept 28, 2028 -	<u>Price</u>
		Sept 27, 2027	Sept 27, 2028	Sept 27, 2029	
		<u>Year 1</u>	<u>Extension</u>	<u>Extension</u>	
		Yes/No	<u>Year 1</u>	<u>Year 2</u>	\$
<u>SYSTEM DEVELOPMENT, INSTALLATION, TESTING</u>					
Develop School Finance Data Collection System Using Test Data to meet the requirements detailed in the Scope of Work & Appendix C. Provide software installed, configured, tested, and operational to satisfy State requirements.					
Access	Software				
Architecture	Software				
Calculations	Software				
Classification	Software				
Communication	Software				
Consolidation	Software				
Cross-Walk	Software				
Dashboards	Software				
Dictionary	Software				
Export	Software				
Flexibility	Software				
Feedback	Software				
Formats	Software				
History	Software				
Hosting	Software				
Import	Software				
Interface	Software				
Integration	Software				
Links	Software				
Query	Software				
Performance	Software				
Privacy	Software				
Process	Software				
Reporting	Software				
Submission	Software				
Validation	Software				
Visibility	Software				
History - 10 years historical data	Software				
Dashboards - create data dashboards	Software				

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<u>Activity</u>	<u>Type</u>	Sept 28, 2026	Sept 28, 2027 -	Sept 28, 2028 -	<u>Price</u>
		Sept 27, 2027	Sept 27, 2028	Sept 27, 2029	
		<u>Year 1</u>	<u>Extension</u>	<u>Extension</u>	
			<u>Year 1</u>	<u>Year 2</u>	<u>\$</u>
			Yes/No	Yes/No	
<u>IMPLEMENTATION WITH PILOT DISTRICTS (MAX OF 6)</u>					
Roll out new School Finance Data Warehouse Collection System to 6 pilot districts based on data meeting UCOA.					
Work with districts to prep data for system submission	Implementation				
Create provisional database to test data submissions in the Spring	Implementation				
Test data submission for accuracy and resolve any process issues					
Test Outputs	Implementation				
Test Validations	Implementation				
Test Reports	Implementation				
Test Dashboards	Implementation				
Create Implementation Guide for Future Conversions	Implementation				

<u>Activity</u>	<u>Type</u>	Sept 28, 2026	Sept 28, 2027 -	Sept 28, 2028 -	<u>Price</u>
		Sept 27, 2027	Sept 27, 2028	Sept 27, 2029	
		<u>Year 1</u>	<u>Extension</u>	<u>Extension</u>	
			<u>Year 1</u>	<u>Year 2</u>	<u>\$</u>
			Yes/No	Yes/No	
<u>SYSTEM ROLLOUT TO 20 DISTRICTS</u>					
Roll out new School Finance Data Warehouse Collection System to 20 districts based on data meeting UCOA.					
Work with districts to prep data for system submission	Implementation				
Create provisional database to test data submissions in the Spring	Implementation				
Test data submission for accuracy and resolve any process issues					
Test Outputs	Implementation				
Test Validations	Implementation				
Test Reports	Implementation				
Test Dashboards	Implementation				
Create Implementation Guide for Future Conversions	Implementation				

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<u>Activity</u>	Sept 28, 2026	Sept 28, 2027 -	Sept 28, 2028 -	<u>Total Price</u>
	Sept 27, 2027	Sept 27, 2028	Sept 27, 2029	
	<u>Year 1</u>	<u>Extension</u> <u>Year 1</u>	<u>Extension</u> <u>Year 2</u>	
<u>OTHER 1X PRICING CONSIDERATIONS</u>				
Hardware Pricing				
Software Pricing				
Hosting Pricing				
Staffing Pricing				
<u>Other Pricing</u>				
Total Other Pricing	\$ -	\$ -	\$ -	\$ -

	Sept 28, 2026	Sept 28, 2027 -	Sept 28, 2028 -	<u>Price</u>
	Sept 27, 2027	Sept 27, 2028	Sept 27, 2029	
	<u>Year 1</u>	<u>Extension</u> <u>Year 1</u>	<u>Extension</u> <u>Year 2</u>	
<u>TOTAL 1X COSTS</u>				
PROJECT PRICING	\$ -	\$ -	\$ -	\$ -
<u>OTHER PRICING</u>	\$ -	\$ -	\$ -	\$ -
TOTAL PRICING	\$ -	\$ -	\$ -	\$ -

	<u>Year 4 - 7</u>			
<u>ONGOING COSTS</u>				
Hardware				
Software				
Hosting				
Staffing				
Support				
<u>Other</u>				
Total Ongoing Costs	\$ -			

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APPENDIX F: DOIT INFRASTRUCTURE AND SECURITY

APPENDIX F: DOIT INFRASTRUCTURE AND SECURITY

The Project will be conducted in cooperation with the New Hampshire Department of Information Technology (DoIT). DoIT coordinates statewide Information Technology activities.

1. Technical Architecture

Components of the State's technical architecture include:

1.1.State Network Environment

The State of New Hampshire operates a Metropolitan-Area-Network (MAN) in the City of Concord, NH using a combination of leased and owned fiber optic cable. State of New Hampshire locations outside of the Concord, NH main facility are connected via multiple wide-area Networks using various technologies including Carrier Ethernet Services (CES), Microwave Wireless and Virtual Private Networks (VPN) Tunnels over the Internet. State Agency Networks have varying levels of integration and connectivity to the statewide core for resource sharing and centralized administration by the Department of Information Technology (DoIT). State agencies connect to the State's central core Network location in Concord to facilitate access to email, the Internet, and the State's financial Applications. Direct support is provided for twenty-one partner agencies; other State agencies support their own Networks, out-source the support, or use the resources of another agency.

1.2.Internet Access

The State of New Hampshire has purchased through American Registry for Internet Numbers (ARIN) its own External IP Address Range and Autonomous System Number. The State advertises its External IP Space and Autonomous System Number to two different Internet Service Providers to provide failover in the event of a single Internet Service Provider (ISP) Network failure.

1.3.VMware

The State uses VMware for Windows Server virtualization and virtual hosts are deployed at two separate State campus sites. VMware provides a highly scalable and high availability environment for the State's many Agencies. If a virtual host fails, VMware automatically fails over all the virtual Servers on that host to another host. The EMC Networker product is used to manage backups for this environment utilizing Data Domain as the disk-to-disk repository.

1.4.Oracle

For the State's Oracle enterprise systems, an Oracle/Linux solution (OVM) is used for the virtual environment. Similar to the windows environment, this Solution provides a highly scalable and high availability environment and also utilizes the EMC Networker and Data Domain backup solution. Data Domain is also employed to meet the backup requirements within OVM.

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APPENDIX F: DOIT INFRASTRUCTURE AND SECURITY

2. Future Systems Environment

Future design and development efforts should conform to the emerging environment as defined by the New Hampshire Statewide Strategic Information Technology Plan. This environment is end-user-centric, utilizing the Internet whenever possible, promoting electronic transactions, and centralized common services (security, e-Commerce), where possible.

2.1.Security

The State must ensure that appropriate levels of security are implemented and maintained in order to protect the integrity and reliability of its information technology resources, information, and services. State resources, information, and services must be available on an ongoing basis, with the appropriate infrastructure and security controls to ensure business continuity and safeguard State Networks, Systems and Data.

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APPENDIX G: TERMS AND DEFINITIONS**

APPENDIX G: TERMS AND DEFINITIONS

The following general contracting terms and definitions apply except as specifically noted elsewhere in this document.

Term	Definition
Acceptance	Notice from the State that a Deliverable has satisfied Acceptance Test or Review.
Commercial Off-The-Shelf Software	Software that is purchased from a vendor and is ready for use with little or no change.
Confidential Information	Information required to be kept confidential and restricted from unauthorized disclosure under the Contract. "Confidential Information" or "Confidential Data" means all private/restricted confidential information disclosed by one party to the other. Confidential Information includes any and all information owned or managed by the State of NH of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes but is not limited to Personal Health Information (PHI), Personally Identifiable Information (PII), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.
Data	State records, files, forms, electronic information and other documents or information, in either electronic or paper form, that will be used /converted by the Vendor during the contract term.
Data Breach	"Data Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for another than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, "Data Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.
Deficiency (ies)/ Defects	A failure, shortcoming or error in a Deliverable resulting in a Deliverable, the Software, or the System, not conforming to its Specifications.
Deliverable	Any written, software, or non-software item (letter, report, manual, book, code, or other) provided by the Contractor to the State or under the terms of a Contract requirement.
Documentation	All information that describes the installation, operation, and use of the Software, either in printed or electronic format.

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Term	Definition
Enhancements	Updates, additions, modifications to, and new releases for the Software or System, and all changes to the Documentation as a result of improvement in quality, value, or extent.
Hosted Services	Applications, IT infrastructure components or functions that organizations access from external service providers, typically through an internet connection.
Hosted System	The combination of hardware, software and networking components used by the Application Service Provider to deliver the Hosted Services.
Identification and Authentication	Supports obtaining information about those parties attempting to log on to a system or application for security purposes and the validation of those users.
Implementation	The process for making the System fully Operational for processing the Data.
Infrastructure as a Service (IaaS)	The Contractor is responsible for ownership and management of the hardware that support the software, including servers, networking and storage.
Non-Public Information	Information, other than Personal Information, that is not subject to distribution to the public as public information. It is deemed to be sensitive and confidential by the State because it contains information that is exempt by statute, ordinance, agreement or administrative rule from access by the general public as public information.
Open-Source Software	Software that guarantees the user unrestricted use of the Software as defined in RSA chapter 21-R:10 and RSA chapter 21-R:11.
Operational	Operational means that the System is ready for use and fully functional, all Data has been loaded; the System is available for use by the State in its daily operations, and the State has issued an Acceptance Letter.
Personal Information	“Personal Information” (or “PI”) or “Personally Identifiable Information” (PII) means information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.
Project	The planned undertaking regarding the entire subject matter of an RFP and Contract and the activities of the parties related hereto.
Proposal	A written plan put forth by a Vendor for consideration in response to a solicitation by the State.

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Term	Definition
Security Incident	“Incident” means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.
Services	The work or labor to be performed by the Contractor on the Project as described in a contract.
Software	All Custom, SAAS and/or COTS Software provided by the Contractor under the Contract.
Software Deliverables	All Custom, SAAS and/or COTS Software and Enhancements.
Software License	Licenses provided to the State under this Contract.
Software-as-a-Service (SaaS)	The capability provided to the State to use the Contractor’s applications running on a cloud infrastructure. The applications are accessible from various client devices through a thin-client interface such as a Web browser (e.g., Web-based email) or a program interface. The State does not manage or control the underlying cloud infrastructure including network, servers, Operating Systems, storage or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.
Solution	A proposed set of Software and Services addressing the requirements and terms of a Request for Proposal.
Specifications	The written details that set forth the requirements which include, without limitation, this RFP, the Proposal, the Contract, any performance standards, Documentation, applicable State and federal policies, laws and regulations, State technical standards, subsequent State-approved Deliverables, and other specifications and requirements described in the Contract Documents. The Specifications are, by this reference, made a part of the Contract as though completely set forth herein.
State Data	All Data created or in any way originating with the State, and all Data that is the output of computer processing of or other electronic manipulation of any Data that was created by or in any way originated with the State, whether such Data or output is stored on the State’s hardware, the Contractor’s hardware or exists in any system owned, maintained or otherwise controlled by the State or by the Contractor.

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Term	Definition
State Fiscal Year (SFY)	The New Hampshire State Fiscal Year (SFY) runs from July 1 of the preceding calendar year through June 30 of the applicable calendar year.
Subcontractor	A person, partnership, or company not in the employment of, or owned by, the Vendor, which is performing Services under this Contract under a separate Contract with or on behalf of the Vendor.
Support Services	The maintenance and technical support services provided by Contractor to the State during the Term of the Contract.
System	All Software, specified hardware, and interfaces and extensions, integrated and functioning together in accordance with the Specifications.
Vendor/Contracted Vendor	The company whose Proposal or quote was awarded a Contract with the State and who is responsible for the Services and Deliverables of the Contract.
Verification	Supports the confirmation of authority to enter a computer system application or network.
Warranty Period	A period of coverage during which the Vendor is responsible for providing a guarantee for products and Services delivered as defined in the Contract.
Work Plan	Documentation that details the activities for the Project created in accordance with the Contract. The plan and delineation of tasks, activities and events to be performed and Deliverables to be produced under the Project as specified in Appendix B : Business/Technical Requirements and Deliverables. The Work Plan shall include a detailed description of the Schedule, tasks/activities, Deliverables, critical events, task dependencies, and the resources that would lead and/or participate on each task.

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STATE OF NEW HAMPSHIRE
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APPENDIX H: P-37 STATE OF NEW HAMPSHIRE GENERAL PROVISIONS AND EXHIBITS

APPENDIX H: P-37 STATE OF NEW HAMPSHIRE GENERAL PROVISIONS AND EXHIBITS

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FORM NUMBER P-37 (version 2/23/2023)

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Education (NHED)		1.2 State Agency Address 25 Hall Street Concord, NH 03301	
1.3 Contractor Name		1.4 Contractor Address	
1.5 Contractor Phone Number	1.6 Account Unit and Class	1.7 Completion Date	1.8 Price Limitation
1.9 Contracting Officer for State Agency		1.10 State Agency Telephone Number	
1.11 Contractor Signature <div style="text-align: right;">Date:</div>		1.12 Name and Title of Contractor Signatory	
1.13 State Agency Signature <div style="text-align: right;">Date:</div>		1.14 Name and Title of State Agency Signatory	
1.15 Approval by the N.H. Department of Administration, Division of Personnel <i>(if applicable)</i> By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i> By: Elizabeth Brown, Attorney On: _____			
1.17 Approval by the Governor and Executive Council <i>(if applicable)</i> G&C Item number: _____ G&C Meeting Date: _____			

1. 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 B which is incorporated herein by reference (“Services”).

2. EFFECTIVE DATE/COMPLETION OF SERVICES.

2.1 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, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 (“Effective Date”).

2.2 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.

2.3 Contractor must complete all Services by the Completion Date specified in block 1.7.

3. 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. 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 by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

4. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

4.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

4.2 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. 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.

4.3 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.

4.4 The State’s liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

5. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/EQUAL EMPLOYMENT OPPORTUNITY.

5.1 In connection with the performance of the Services, the Contractor shall comply with all applicable 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 employment opportunity laws and the Governor’s order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

5.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

5.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. The Contractor 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 this Agreement and all rules, regulations and orders pertaining to the covenants, terms and conditions of this Agreement.

6. PERSONNEL.

6.1 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.

6.2 The Contracting Officer specified in block 1.9, or any successor, shall be the State’s point of contact pertaining to this Agreement.

1. EVENT OF DEFAULT/REMEDIES.

1.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder (“Event of Default”):

1.1.1 failure to perform the Services satisfactorily or on schedule;

1.1.2 failure to submit any report required hereunder; and/or

1.1.3 failure to perform any other covenant, term or condition of this Agreement.

1.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

1.2.1 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) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar days after giving the Contractor notice of termination;

1.2.2 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;

1.2.3 give the Contractor a written notice specifying the Event of Default and 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

1.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

2. TERMINATION.

2.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) calendar days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

2.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State’s discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar 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. In addition, at the State’s discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

3. PROPERTY OWNERSHIP/DISCLOSURE.

3.1 As used in this Agreement, the word “Property” shall mean all data, 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.

3.2 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.

3.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

4. 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.

5. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

5.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

5.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. “Change of Control” means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

5.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

5.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

6. INDEMNIFICATION. The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys’ fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State’s sovereign immunity, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

1. INSURANCE.

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

1.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

1.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the Property.

1.2 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.

1.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

2. WORKERS' COMPENSATION.

2.1 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"*).

2.2 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. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any 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.

3. WAIVER OF BREACH. A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

4. 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.

5. 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 unless no such approval is required under the circumstances pursuant to State law, rule or policy.

6. CHOICE OF LAW AND FORUM.

6.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. 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.

6.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

7. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

8. THIRD PARTIES. This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

9. 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.

10. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

11. FURTHER ASSURANCES. The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

12. 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.

13. 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 with respect to the subject matter hereof.

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
RFP 2026-NHED-BSFIN-01 SCHOOL FINANCE DATA SYSTEM
EXHIBIT A: COST-PER-PUPIL CALCULATION**

EXHIBIT A: COST-PER-PUPIL CALCULATION

DISTRICT-LEVEL (SAMPLE)

PER PUPIL COST	ELEMENTARY	MIDDLE	HIGH	TOTAL
2023-2024				
CURRENT EXPENDITURES	38,576,107.50	13,945,014.38	29,558,962.92	82,080,084.80
LESS: FOOD SERVICE REVENUE	806,880.80	323,976.33	488,721.88	1,619,579.01
LESS: TRANSPORTATION EXPENDITURES	1,935,761.86	692,528.91	1,485,508.51	4,113,799.28
LESS: SUPPLMT EXPENDITURES	1,217,868.66	419,967.72	2,425,728.33	4,063,564.71
PUPIL COST	34,615,596.18	12,508,541.42	25,159,004.20	72,283,141.80
AVE DAILY MEMBERSHIP	1853.05	678.77	1390.50	3,922.32
COST PER PUPIL	18,680.34	18,428.25	18,093.49	18,428.67
Adjustment to Cost				0.00
Adjustment to ADM			(14.66)	(14.66)
Adjusted Cost per Pupil	18,680.34	18,428.25	18,286.29	18,497.81

STATE CONSOLIDATED

PER PUPIL COST						
2023-2024						
CURRENT EXPENDITURES			1,873,034,017.49	696,157,197.75	1,309,106,286.23	3,878,297,501.48
LESS: FOOD SERVICE REVENUE			20,009,123.67	8,231,570.48	13,146,120.00	41,386,814.15
LESS: TRANSPORTATION EXPENDITURES			89,397,030.95	34,465,434.45	66,661,126.13	190,523,591.53
LESS: SUPPLMT EXPENDITURES			82,786,286.83	52,199,764.50	268,614,111.40	403,600,162.73
PUPIL COST			1,680,841,576.05	601,260,428.32	960,684,928.70	3,242,786,933.07
AVE DAILY MEMBERSHIP			76032.29	29211.15	45344.5	150,587.94
COST PER PUPIL			22,106.94	20,583.25	21,186.36	21,534.17
Adjustment to Cost			-1263094.34	-699718.9453	-8616263.794	(10,579,077.08)
Adjustment to ADM					-76.86	(76.86)
Adjusted Cost per Pupil	99	1	22,090.33	20,559.30	21,031.99	21,474.88

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
RFP 2026-NHED-BSFIN-01 SCHOOL FINANCE DATA SYSTEM
EXHIBIT B: SCHOOL DISTRICT PROFILE

EXHIBIT B: SCHOOL DISTRICT PROFILE

DISTRICT-LEVEL (SAMPLE DISTRICT)

Dist Name:	ABC DISTRICT		
	2023-2024 Current Expenditure Per Pupil (in dollars)		
	Elementary	18,680	
	Middle/Junior	18,428	
	High	18,286	
	District Total	18,498	
Function	2023-24-Current Expenditure Per Pupil	\$	%
1100	Regular Education	34,563,650	42.4
1200	Special Programs	16,489,296	20.2
1300	Vocational Programs	146,277	0.2
1400	Other Instructional Programs	1,401,886	1.7
2100	Student Support Services	6,933,105	8.5
2200	Instructional Staff Support	1,771,355	2.2
2300&2800	General Administration & Business	2,141,054	2.6
2400	School Administration	5,625,087	6.9
2500	Business Services	999,893	1.2
2600	Plant Operations	5,846,348	7.2
2700	Transportation	4,113,799	5.0
2900	Other Support Services	0	0.0
1500	Non-public Programs	0	0.0
1600-1800,2750	Community Programs	38,170	0.0
5120	Bond Interest	1,011,926	1.2
5310+5390	Charter Schools/Other Agencies	47,906	0.1
3100	Food Service	428,755	0.5
	Total Recurring Expenditures	81,558,507	100.0
4000	Facility Construction	2,193,618	
	Total Expenditures	83,752,125	
5100	Bonds & Notes Principal Repayment	2,351,500	
Function	2023-24-Total Revenues	\$	%
1100	Local Property Tax	57,454,959	68.7
	Tuition, Food & Other Local Services	2,898,045	3.5
3111&3112&3119	State Foundation/Adequacy Aid	18,299,600	21.9
3120-3900	Other State Aid	2,169,033	2.6

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
RFP 2026-NHED-BSFIN-01 SCHOOL FINANCE DATA SYSTEM
EXHIBIT B: SCHOOL DISTRICT PROFILE**

4000	Federal Aid	2,778,684	3.3
5300-5600	Other	0	0.0
	Total Revenues	83,600,321	100.0
5110&5140	Sales of Bonds & Notes	757,671	

STATE-LEVEL PROFILE

School District Profile			
Dist Name:	State Consolidated FY2024 DOE-25 as of 1-6-25		
	2020-2021 Current Expenditure Per Pupil (in dollars)		
	Elementary	22,090	
	Middle/Junior	20,559	
	High	21,032	
	District Total	21,475	
Function	2020-21-Current Expenditure Per Pupil	\$	%
1100	Regular Education	1,518,105,021	39.0
1200	Special Programs	759,340,259	19.5
1300	Vocational Programs	55,873,817	1.4
1400	Other Instructional Programs	66,318,937	1.7
2100	Student Support Services	307,087,973	7.9
2200	Instructional Staff Support	135,119,702	3.5
2300&2800	General Administration & Business	170,126,867	4.4
2400	School Administration	202,360,203	5.2
2500	Business Services	30,642,254	0.8
2600	Plant Operations	350,234,478	9.0
2700	Transportation	192,923,991	5.0
2900	Other Support Services	0	0.0
1500	Non-public Programs	1,510,233	0.0
1600-1800,2750	Community Programs	6,076,173	0.2
5120	Bond Interest	43,014,867	1.1
5310+5390	Charter Schools/Other Agencies	2,785,747	0.1
3100	Food Service	48,777,185	1.3
	Total Recurring Expenditures	3,890,297,707	100.0
4000	Facility Construction	204,833,221	
	Total Expenditures	4,095,130,928	
5100	Bonds & Notes Principal Repayment	79,041,383	

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
RFP 2026-NHED-BSFIN-01 SCHOOL FINANCE DATA SYSTEM
EXHIBIT B: SCHOOL DISTRICT PROFILE**

Function	2020-21-Total Revenues	\$	%
1100	Local Property Tax	2,446,703,088	59.3
	Tuition, Food & Other Local Services	181,259,695	4.4
3111&3112&3119	State Foundation/Adequacy Aid	1,056,696,504	25.6
3120-3900	Other State Aid	94,018,279	2.3
4000	Federal Aid	335,792,202	8.1
5300-5600	Other	12,567,723	0.3
	Total Revenues	4,127,037,491	100.0
5110&5140	Sales of Bonds & Notes	101,903,191	

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**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
RFP 2026-NHED-BSFIN-01 SCHOOL FINANCE DATA SYSTEM
EXHIBIT C: SAMPLE DASHBOARDS**

EXHIBIT C: SAMPLE DASHBOARDS

SAU #	XXX			RISK RATING: HIGH MED
SAU Name	[NAME]			
Enrollment - 10/1/2025	698			
CPP - 2024	\$ 22,655			
AUDIT	<i>Source: Audit</i>	KEY STAFF	<i>Source: BSF</i>	
Auditor	PS	FY26 SEO	[NAME 1]	
Last Audit	2023	FY25 SEO	None	
Date	x/x/2024	FY24 SEO	None	
Audit Opinion	No Opinion			
Single Audit	Material Weakness	FY26 SFO	[NAME 1]	
		FY25 SFO	[NAME 2]	
RISK SCORE	HIGH	FY24 SFO	[NAME 3]	

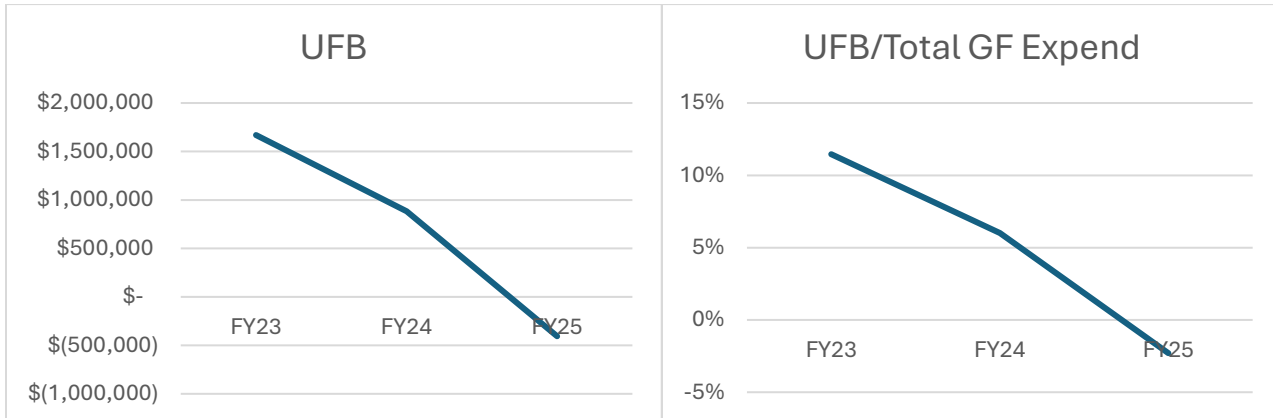
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**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
RFP 2026-NHED-BSFIN-01 SCHOOL FINANCE DATA SYSTEM
EXHIBIT C: SAMPLE DASHBOARDS**

GF FUND BALANCE		<i>Source: DOE25</i>					
	<u>FY23</u>	<u>% of Total</u>	<u>FY24</u>	<u>% of Total</u>	<u>FY25</u>	<u>% of Total</u>	<u>3 yr % Change</u>
-			\$		\$		
Committed -Exp Trusts	\$ 1,503,565.00	44%	928,814.31	32%	971,472.95	172%	127.5%
Assigned - Encumbrance	\$ 220,910.00	7%	\$ 400,460.00	14%	\$ -	0%	-6.5%
Amounts Voted	\$ -	0%	\$ 700,000.00	24%	\$ -	0%	0.0%
<u>Unassigned</u>	<u>\$ 1,669,411.00</u>	<u>49%</u>	<u>\$ 882,538.40</u>	<u>30%</u>	<u>\$ (405,998.63)</u>	<u>-72%</u>	- <u>121.0%</u>
Total	\$ 3,393,886.00	100%	\$2,911,812.71	100%	\$ 565,474.32	100%	0.0%
Tot Fd Eqty/Tot GF Exp	23%		20%		3%		
UFB/Tot GF Exp	11%		6%		-2%		
FB Retention?	NO		NO		NO		
Trust Funds/Tot GF Exp	10%		6%		6%		
RISK SCORE	HIGH						

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**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
RFP 2026-NHED-BSFIN-01 SCHOOL FINANCE DATA SYSTEM
EXHIBIT C: SAMPLE DASHBOARDS**



GF REVENUE AND EXPENDITURE REVIEW					
	<u>Budget</u>	<u>% Incr PY</u>	<u>Actual</u>	<u>% Incr PY</u>	<u>Budget to Actual</u>
FY23 Expenditure	\$ 16,151,109		\$ 14,568,762		\$ 1,582,347
FY24 Expenditure	\$ 16,010,945	-1%	\$ 14,670,734	1%	\$ 1,340,211
FY25 Expenditure	\$ 16,313,288	2%	\$ 17,651,843	20%	\$ (1,338,555)
	<i>Source: MTRSP</i>		<i>Source: DOE25</i>		
			<u>Actual</u>	<u>% Incr PY</u>	<u>Revenue - Expend</u>
FY23 Revenue			\$ 15,157,655		\$ 588,893
FY24 Revenue			\$ 14,763,411	-3%	\$ 92,677
FY25 Revenue			\$ 15,715,194	6%	\$ (1,936,650)
			<i>Source: DOE25</i>		
RISK SCORE	MEDIUM				

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
RFP 2026-NHED-BSFIN-01 SCHOOL FINANCE DATA SYSTEM
EXHIBIT C: SAMPLE DASHBOARDS

GF REVENUES		Source: DOE25					
-							
<u>Local:</u>	FY23	% of Total	FY24	% of Total	FY25	% of Total	3 yr % Change
Assessment	\$ 7,513,173	50%	\$ 7,295,085	49%	\$ 7,924,730	50%	1%
Other Local	\$ 68,123	0%	\$ 58,960	0%	\$ 334,610	2%	
<u>State:</u>							
State - Grant	\$ 6,519,325	43%	\$ 6,080,732	41%	\$ 6,080,732	39%	-2%
State - Tax	\$ 777,548	5%	\$ 1,077,291	7%	\$ 1,138,686	7%	
State - Sped Aid	\$ 141,651	1%	\$ 142,617	1%	\$ 152,581	1%	
State - Voc Aid	\$ 15,860	0%	\$ 12,407	0%	\$ 16,045	0%	
State - Other	\$ 83,011	1%	\$ 11,428	0%	\$ 2,144	0%	
<u>Federal:</u>							
Medicaid	\$ 38,964	0%	\$ 77,788	1%	\$ 65,665	0%	
Other Federal	\$ -	0%	\$ 7,103	0%	\$ -	0%	
Total	\$ 15,157,655	100%	\$ 14,763,411	100%	\$ 15,715,194	100%	

GF EXPENDITURES		Source: DOE25					
-							
<u>Instructional</u>	FY23	% of Total	FY24	% of Total	FY25	% of Total	3 yr % Change
Regular Ed	\$ 4,769,016	33%	\$ 5,620,050	38%	\$ 5,867,956	33%	0.5%
Special Ed	\$ 2,790,974	19%	\$ 2,780,316	19%	\$ 4,004,723	23%	3.5%
Vocational	\$ 55,509	0%	\$ 67,336	0%	\$ 125,121	1%	0.3%
Other	\$ 222,245	2%	\$ 257,569	2%	\$ 297,897	2%	0.2%
Total Instructional	\$ 7,837,744	54%	\$ 8,725,272	59%	\$ 10,295,697	58%	4.5%
Student Supports	\$ 1,322,190	9%	\$ 830,745	6%	\$ 1,243,891	7%	-2.0%
Other	\$ 5,408,829	37%	\$ 5,114,716	35%	\$ 6,112,256	35%	-2.5%
Total	\$ 14,568,762	100%	\$ 14,670,734	100%	\$ 17,651,843	100%	0.0%

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
RFP 2026-NHED-BSFIN-01 SCHOOL FINANCE DATA SYSTEM
EXHIBIT C: SAMPLE DASHBOARDS

Please use the following link to access the sample dashboard titled COST PER PUPIL ANALYSIS:

[RFP 2026-NHED-BSFIN-01 Cost Per Pupil Analysis - Sample Dashboard](#)

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
RFP 2026-NHED-BSFIN-01 SCHOOL FINANCE DATA SYSTEM
EXHIBIT D: CHART OF ACCOUNTS

EXHIBIT D: CHART OF ACCOUNTS

Please use the following link to access Exhibit D, Chart of Accounts:

[RFP 2026-NHED-BSFIN-01 Chart of Accounts](#)

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