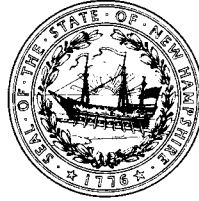


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Frank

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

July 7, 2015

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord, NH 03301

Your Excellency and Members of the Council:

REQUESTED ACTION

Authorize the Department of Justice to **retroactively** amend a **sole source** contract with Charles M. West, of Monroe NH (Vendor # 262181) approved by Governor and Executive Council on September 17, 2014, item #76 by increasing the amount by \$22,620 from \$45,240 to \$67,860 and by extending the completion date from June 30, 2015 to December 31, 2015 in order for Mr. West to continue to provide investigative services for the Cold Case Unit within the Department of Justice effective July 1, 2015 upon the date of Governor and Executive Council approval. 100% General Funds.

Funds to support this request are anticipated to be available in the following account in State FY2016 upon the availability and continued appropriation of funds in the future operating budget: #02-20-20-200510-1874, Department of Justice, Cold Case Unit.

<u>Class</u>	<u>Description</u>	<u>FY2016 Amount</u>
046-500464	General Consultants-non benefit	\$22,620

EXPLANATION

This is sole source because Mr. West is currently performing these functions for the Department of Justice and it is important that we maintain continuity for the integrity of the program. This is a retroactive request because the funds for these investigative services were budgeted in class 050 (Part Time Salaries) for FY16 during the budget cycle. However, due to the continuing resolution, this accounting unit does not have a class 050 to pay Mr. West as a part time staff member. Therefore, Mr. West will need to continue as a consultant.

Mr. West retired from the New Hampshire Department of Safety, Division of State Police in 2008 as a Lieutenant in the Major Crime Unit. Since that time, Mr. West has been an

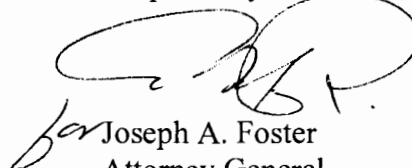
Auxiliary State Police Officer working in the office of the Sex Offender Registry. In September 2014, Mr. West also began working with the Department of Justice Cold Case Unit. Mr. West has more than 30 years of experience as a New Hampshire police officer, both with the State Police and Hampton Police Department.

The Department of Justice Cold Case Unit is requesting to extend Mr. West's contract because Mr. West is familiar with the cases being worked on and has the experience and knowledge needed to continue working with the Cold Case Unit.

The approval of this request will allow Mr. West to continue working with the Cold Case Unit.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully submitted,



Joseph A. Foster
Attorney General

JAF/kbc
Enc.
#123033

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE
FIRST CONTRACT AMENDMENT
BETWEEN CHARLES M. WEST AND DEPARTMENT OF JUSTICE

This amendment as "Amendment" is by and between the Department of Justice as "Department" and Charles M. West as "Contractor"

WHEREAS, pursuant to an Agreement as "Contract" approved by the Governor and Executive Council, on September 17, 2014 item #76, the Contractor agreed to perform certain services upon the terms and conditions specified in the Contract, and in consideration of payment by the Department of certain sums specified therein:

WHEREAS, pursuant to the provisions of paragraph 18 of the Contract, the Contract may be amended, waived or discharged by written instrument executed by the parties thereto;

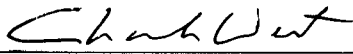
WHEREAS, the Contractor and Department have agreed to amend the Contract in certain aspects;

NOW THEREFORE, in consideration of the foregoing and the covenants and conditions contained in the Contract, and set forth herein, the parties hereto do hereby agree as follows:


1. Delete, in its entirety, the contents of section 1.7: Completion Date and substitute, therefore, the following:
1.7 Completion Date: December 31, 2015.
2. Delete, in its entirety, the contents of section 1.8: Price Limitation and substitute, therefore, the following:
1.8 Price Limitation: \$67,860.00
3. Delete, in its entirety, EXHIBIT B, section 2 and substitute, therefore, the following:
 2. The hourly rate will be \$30 per hour, not to exceed 29 hours per week at a cost not to exceed \$870.00 per week. The contract shall not exceed the Contract 1.8 Price Limitation.
4. All other provisions of that certain agreement, approved by the Governor and Executive Council on September 17, 2014, item #76, shall remain in full force and effect.

This amendment shall be effective ~~retroactive~~ to July 1, 2015 upon the date of Governor and Executive Council approval.

IN WITNESS WHEREOF, the parties set their hand as of the date written below:



Charles West



CW Date

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE
FIRST CONTRACT AMENDMENT
BETWEEN CHARLES M. WEST AND DEPARTMENT OF JUSTICE

Sara Fullington
Administrative Services; Division of Personnel

7/6/15
Date

Kathleen Carr
Kathleen Carr; Director of Administration

7/6/15
Date

[Signature]
Attorney General (Form, Substance and Execution)

7/7/15
Date

Acknowledgement:

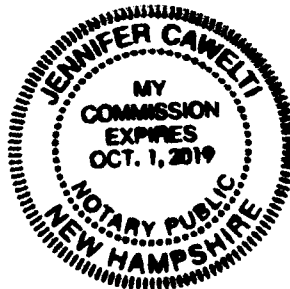
State of NH, County of Merrimack on 7-6-15, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that he/she executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

[Signature]
Signature

Jennifer Cawelti
Name and Title of Notary or Justice of the Peace

My Commission Expires: 10-1-19



ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

900 - Council
9-17-14
#76

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

September 4, 2014

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord, NH 03301

Your Excellency and Members of the Council:

REQUESTED ACTION

Authorize the Department of Justice (DOJ) to enter into a one-year contract with Charles M. West in an amount not to exceed \$45,240 to provide investigative services for the Cold Case Unit within the Department of Justice effective upon approval by Governor and Council through June 30, 2015. This is 100% General Funds.

Funding is available in account #02-20-20-200510-1874, Department of Justice, Cold Case Unit as follows with the authority to adjust encumbrances in the State fiscal year through the Budget Office if needed and justified.

Class	Description	FY 2015 <u>Amount</u>
046-500464	General Consultants – non benefit	\$45,240

EXPLANATION

Originally, this was a two-year contract that allowed DOJ to retain an investigator for the Cold Case Unit. DOJ hired that individual into a full-time investigator position causing the need to hire a new part-time investigator for the Cold Case Unit. After posting this contract, Mr. West was selected. Mr. West retired from the New Hampshire Department of Safety, Division of State Police in 2008 as a Lieutenant in the Major Crime Unit. Since that time, Mr. West has been an Auxillary State Police officer working in the office of the Sex Offender Registry. Mr. West has more than 30 years of experience as a New Hampshire police officer, both with the State Police and the Hampton Police Department. Those years have been spent investigating crimes in New Hampshire.

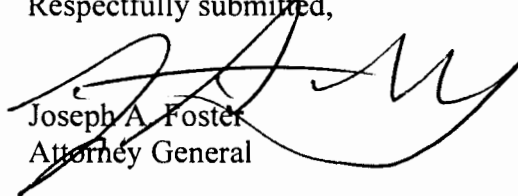
The Cold Case Unit was funded in 2009 with ARRA Stimulus Funds. When the ARRA funding ended, Governor Hassan and the Legislature included the funding for this Unit in the DOJ's budget. The Cold Case Unit has solved four cases to date and is currently working on a dozen cases while more than a hundred cases are still pending. It is important to maintain the continuity of the Unit in order to solve these crimes so the victims and their families can receive the justice they deserve.

The approval of this request will allow Mr. West to assist in the continuing work of the Cold Case Unit.

Please let me know if you have any questions concerning this request.

Your consideration is greatly appreciated.

Respectfully submitted,



Joseph A. Foster
Attorney General

JAF/ame
Enc.

#1086390

Subject: Agreement with Charles M. West


FORM NUMBER P-37 (version 1/09)

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Justice		1.2 State Agency Address 33 Capitol Street, Concord, NH 03301	
1.3 Contractor Name Charles M. West		1.4 Contractor Address	
1.5 Contractor Phone Number 603-638-2725	1.6 Account Number 0865-046-50464	1.7 Completion Date June 30, 2015	1.8 Price Limitation Not to exceed \$45,240
1.9 Contracting Officer for State Agency Rosemary Faretra		1.10 State Agency Telephone Number 603-271-1202	
1.11 Contractor Signature <i>Charles M. West</i>		1.12 Name and Title of Contractor Signatory Charles M. West	
1.13 Acknowledgement: State of <u>NH</u> , County of <u>Merrimack</u> On <u>Sept. 3, 2014</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal] <i>Kara-Lee Bean</i>			
1.13.2 Name and Title of Notary or Justice of the Peace <i>Kara-Lee Bean, Justice of the Peace</i>			
1.14 State Agency Signature <i>Rosemary Faretra</i>		1.15 Name and Title of State Agency Signatory Rosemary Faretra, Director of Administration	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <i>Sara Hurlingham</i> Director, On: <i>9/3/14</i>			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <i>[Signature]</i> On: <i>9/8/14</i>			
1.18 Approval by the Governor and Executive Council By: On:			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

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

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

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

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

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

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

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

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

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

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

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

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

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

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

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

EXHIBIT A

Scope of Services

Services to be provided by the Contractor

1. The Contractor will be providing part-time law enforcement and investigative services to the Department of Justice for the Cold Case Unit of the Criminal Justice Bureau.
2. The Contractor shall consult with and receive his assignments from the supervising attorney of the Cold Case Unit.
3. The Contractor shall provide investigative services up to 29 hours per week.
4. The Contractor shall provide the Department of Justice 30 days notice prior to terminating the Contract.
5. This Contract is effective upon Governor and Council approval and may be terminated by the Attorney General at any time for cause and with 14 days notice without cause.
6. The Contractor has control and discretion over the means and manner of performance of the work, and works according to his own judgment and methods.
7. The Contractor has control over the time when the work is performed, and the State does not dictate the time of performance.
8. The Contractor is responsible for satisfactory completion of work and may be held contractually responsible for failure to complete the work.

EXHIBIT B

Contract Price, Method of Payment and Terms of Payment

The Contract price and expense reimbursement terms are as follows:

1. Services will be provided until the exhaustion of the funding is reached or until the Department of Justice terminates the Contract.
2. The hourly rate will be \$30 per hour, not to exceed 29 hours per week at a cost of \$870.00 per week, not to exceed a total of \$45,240 through June 30, 2015.
3. Invoices shall be submitted by the Contractor to the Department of Justice in a form satisfactory to the Attorney General on a bi-weekly basis. The final invoice shall be due to the Attorney General no later than ten (10) days after the Contract completion date.

EXHIBIT C

Other Provisions

1. Section 7.1, 7.2, 13 and 14 of the General Provisions do not apply to this Contract.
2. At all times when acting under the direction of the Attorney General and acting within the scope of his official duties for the State, the Contractor shall be an officer or official of the State and shall be entitled to defense and indemnification against any claim or civil action brought against him in accordance with and as limited by RSA 99:D-2.
3. The Contractor must maintain his certification as a police officer throughout the period of the Contract.
4. In the performance of this Contract, the Contractor is in all respects an independent contractor. The Contractor will not receive any benefits, workers' compensation or other emoluments provided by the State to its employees, except as otherwise noted in this Contract.