



Sheriff Michael L. Prozzo, Jr.
Chairman

State of New Hampshire
POLICE STANDARDS & TRAINING COUNCIL
ARTHUR D. KEHAS
LAW ENFORCEMENT TRAINING FACILITY & CAMPUS
17 Institute Drive — Concord, N.H. 03301-7413
603-271-2133 FAX 603-271-1785
TDD Access: Relay NH 1-800-735-2964



Donald L. Vittum
Director

August 15, 2013

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

REQUESTED ACTION

Authorize the New Hampshire Police Standards and Training Council (NHPSTC) to enter into a service agreement with Crawford Polygraph Services, LLC of Center Harbor, NH (Vendor Code 151981) to provide instruction in the process of interview and interrogations in law enforcement at a total contract limitation of \$7,000. This instruction to be held at the Arthur D. Kehas Law Enforcement Training Facility and Campus in Concord following Governor and Council approval and before the end of the fiscal year, June 30, 2014 at a cost of \$7,000. **100% Other Funds (penalty assessment).**

Funding is available as follows:

06-87-87-08700-89990000-067-500557	\$7,000
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EXPLANATION

Each year, the New Hampshire Police Standards & Training Council releases a request for proposals for specialized in-service training classes that we lack either the staffing or the expertise to present ourselves. These classes are offered to New Hampshire police officers at no charge to them or their departments, as a service. The funding for the classes comes out of the Penalty Assessment Fund, a 24% surcharge on court fines of which PSTC receives 66.66%. The specific class to be provided under this agreement is two five-day sessions of *Interview and Interrogation* at a total cost of \$7,000.

This class was bid out as part of the RFP process that was released by NHPSTC on April 12, 2013. In that document we request bids for particular classes from an established vendor list. We then evaluate each of the submissions and assess the extent to which the content of the classes matches the description that the vendors were provided with for

each class, as well as the credentials of the persons proposed to teach the classes and the price quoted. We had a group of employees from NHPSTC who are knowledgeable in police training rate and score the submissions according to a process that was developed with input from the Department of Administrative Services and the Governor's Office. Those participating were Law Enforcement Training Specialists Mark Bodanza, Tim Merrill, Jill Hamel and Benjamin Jean.

The bids and scores for *Interview and Interrogation* were as follows:

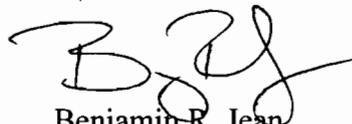
Vendor	Price	BJ	MB	TM	JH	Total	AVG
Crawford.	\$3,500(ea)	78	90	90	81	339	85
IPTM*	\$11,500	66	75	85	70	296	74

Crawford Polygraph Services had both the highest rated score and lowest cost for the course. Crawford was selected based on past performance for this class and the evaluators determined that the class content was such that it met the interest of NHPSTC and the law enforcement community.

There is no general fund impact to this request. These classes will be funded from the penalty assessment, a dedicated non-lapsing fund used to provide police and corrections training.

We respectfully request that you accept these courses and approve this service agreement.

Respectfully,



Benjamin R. Jean
Support Bureau Commander

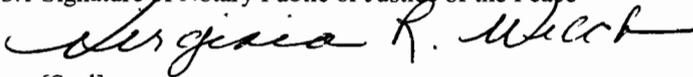
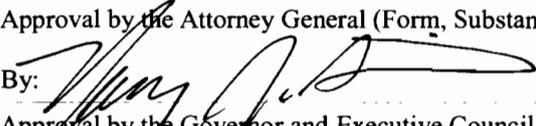
* Institute of Police Technology Management

Subject: In-Service Training

AGREEMENT

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

GENERAL PROVISIONS

1.1 State Agency Name		1.2 State Agency Address	
NH Police Standards and Training Council		17 Institute Drive, Concord, NH 03301	
1.3 Contractor Name		1.4 Contractor Address	
Crawford Polygraph Services		P.O. BOX 825, Center Harbor, NH 03226	
1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation
603-253-8002	06-87-87-08700-89990000-067-500557	06/30/2014	7,000.00
1.9 Contracting Officer for State Agency		1.10 State Agency Telephone Number	
Donald L. Vittum, Director		603-271-2133	
1.11 Contractor Signature		1.12 Name and Title of Contractor Signatory	
		David J. Crawford, Owner	
1.13 Acknowledgment: State of <u>N.H.</u> County of <u>Carroll</u> On <u>07/21/13</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]			
1.13.2 Name and Title of Notary or Justice of the Peace			
 <p>VIRGINIA R. WELCH Notary Public / Justice of the Peace My Commission Expires Feb. 2, 2016</p>			
1.14 State Agency Signature		1.15 Name and Title of State Agency Signatory	
 For		Donald L. Vittum, Director	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)			
By:		Director, On:	
1.17 Approval by the Attorney General (Form, Substance and Execution)			
By: 		On: <u>8/26/2013</u>	
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 performing 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

The contractor will provide instruction, instructors, and all instructional materials for the following class to be held at the NH Police Standards and Training Council (PSTC):

Interview and Interrogation	11/04/13 – 11/08/13	\$3,500.00
Interview and Interrogation	03/17/14 – 03/21/14	\$3,500.00

PSTC will assess enrollment for each course 20 days prior to presentation and if sufficient enrollment does not exist, the course will be canceled with notice to the vendor no later than 15 days prior to the presentation without cost to PSTC. This is a video-conference course with the maximum number of students in the Concord classroom set at 30.

Exhibit B

Upon completion of the course and submission of an invoice, the contractor will be paid the sum as outlined in Exhibit "A".

Exhibit C

1. The contractor will abide by all the conditions and requirements outlined in the "RFP for In-Service Training Course" released April 12, 2013.

Contractor Initials: AK
Date: 7-24-13

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that Crawford Polygraph Services LLC is a New Hampshire limited liability company formed on March 31, 2008. I further certify that it is in good standing as far as this office is concerned, having filed the annual report(s) and paid the fees required by law; and that a certificate of cancellation has not been filed.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 29th day of July, A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

State of New Hampshire Department of State

RENEWAL CERTIFICATE OF REGISTERED TRADE NAME

OF

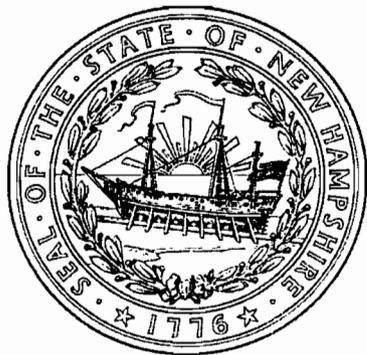
CRAWFORD POLYGRAPH SERVICES

This is to certify that David J Crawford, reregistered in this office as doing business under the Trade Name CRAWFORD POLYGRAPH SERVICES, at PO Box 825, Center Harbor, NH 03226 on September 5, 2013.

The nature of business is Administer Polygraphy Exams, Training Classes for NH Police Academy DRED, Juvenile Justice Division, Health & Human Serv. Local, County, & State Dept..

Expiration Date: September 5, 2018

Business ID#: 447904



IN TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 11th day of March, 2013 A.D.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

RECEIVED

APR 16 2013

N.H. POLICE STANDARDS

State of New Hampshire
Department of State

RENEWAL CERTIFICATE OF REGISTERED TRADE NAME
OF
CRAWFORD POLYGRAPH SERVICES

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Secretary of State

RECEIVED

MAR 16 2013

N.H. POLICE STANDARDS



State of New Hampshire
New Hampshire Department of State
William M. Gardner
Secretary of State

Invoice Number: 5880073

Invoice Date: 07/29/2013 10:59 AM

User ID: 464

Billing Information

New England Polygraph Institute
PO Box 825
Center Harbor, NH 03226

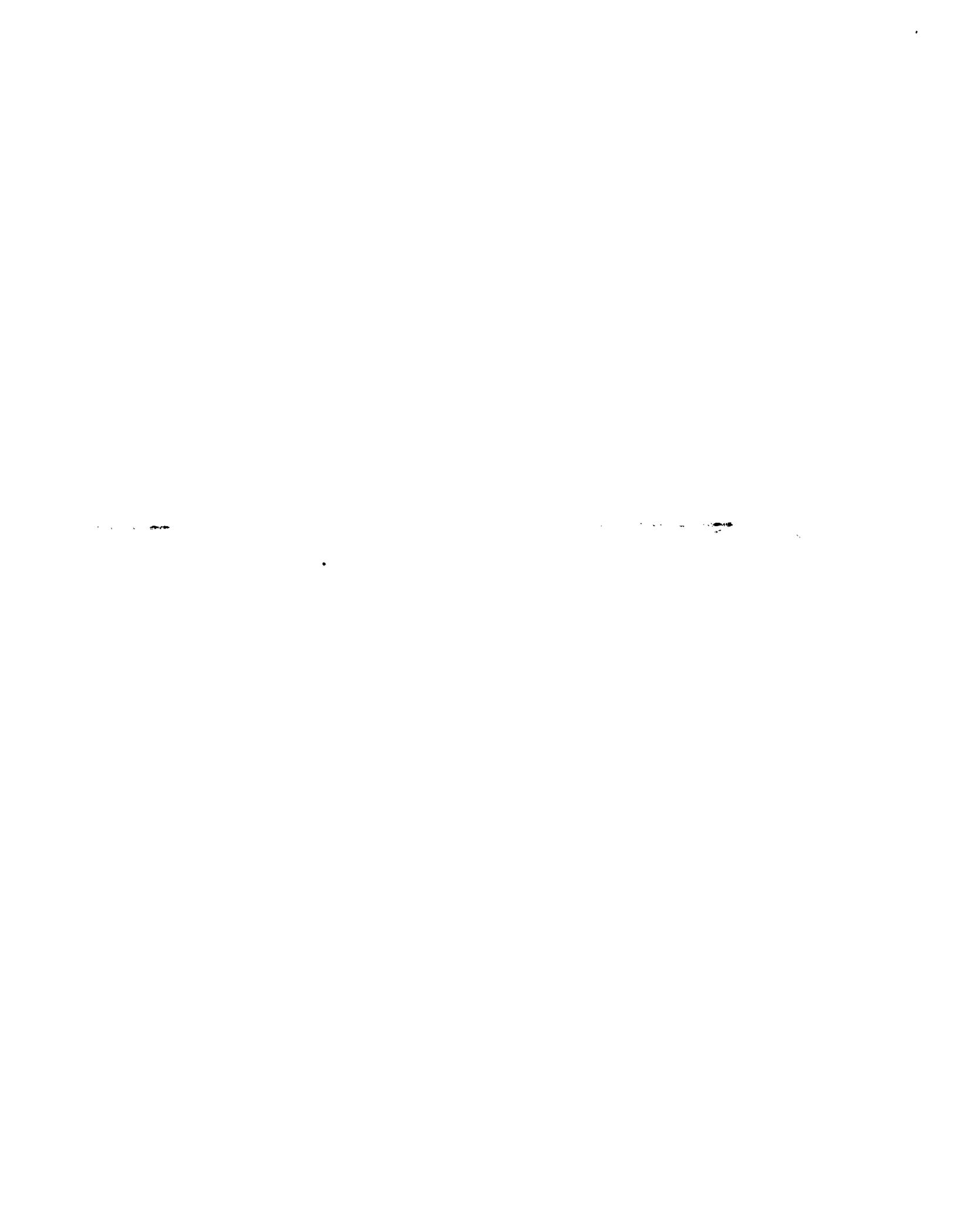
Product Description	Certification Number	Order Date	Qty	Pages	Item Cost	Extended	Amount Due
Existence - Cert of Exist/GS/Auth Re: Crawford Polygraph Services LLC Contact: New England Polygraph Institute Shipped Via: Mail	4203419	07/29/2013	1	1	5.00	5.00	Paid
Existence - Expedited Fee Re: Crawford Polygraph Services LLC Contact: New England Polygraph Institute Shipped Via: Mail	4203420	07/29/2013	1	1	25.00	25.00	Paid
Credit Balance as of 07/29/2013 11:00 AM:					\$0.00		
Payment Details:						Invoice Total:	\$30.00
Check #745 for \$30.00 (4203419:\$5.00;4203420:\$25.00)						Payment Total:	\$30.00
Contact(s): None specified						Amount Due:	\$0.00

Include invoice number on all correspondence and send to:

New Hampshire Department of State
Attn: Accounts Receivable
107 N. Main St.
Concord, NH 03301

For questions regarding this invoice, contact Accounts Receivable at:

(603) 271-3242



State of New Hampshire

Filing fee: \$50.00
Fee for Form SRA: \$50.00
Total fees \$100.00

Form LLC-1
RSA 304-C:12

Use black print or type.
Form must be single-sided, on 8 1/2" x 11" paper;
double sided copies will not be accepted.

CERTIFICATE OF FORMATION NEW HAMPSHIRE LIMITED LIABILITY COMPANY

THE UNDERSIGNED, UNDER THE NEW HAMPSHIRE LIMITED LIABILITY COMPANY LAWS
SUBMITS THE FOLLOWING CERTIFICATE OF FORMATION:

FIRST: The name of the limited liability company is Crawford Polygraph Services LLC

SECOND: The nature of the primary business or purposes are To operate a business providing polygraph services, polygraph examinations and instruction in the use of polygraphs; to conduct any business related to the foregoing; and to engage in any other pursuit not prohibited by law.

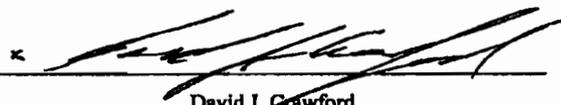
THIRD: The name of the limited liability company's registered agent is Lee W. Mattson

and the street address, town/city (including zip code and post office box, if any) of its registered office is
(agent's business address) 8 NH Route 25, PO Box 1596, Meredith, New Hampshire 03253

FOURTH: The latest date on which the limited liability company is to dissolve is None

FIFTH: The management of the limited liability company is not vested in a manager or managers.

SIXTH: The sale or offer for sale of any ownership interests in this business will comply with the requirements of the New Hampshire Uniform Securities Act (RSA 421-B).

*Signature: 

Print or type name: David J. Crawford

Title: Member
(Enter "manager" or "member")

Date signed: March 27, 2008

*Must be signed by a manager; if no manager, must be signed by a member.

DISCLAIMER: All documents filed with the available for public inspection in either tangit

Mail fees, DATED AND SIGNED ORIGINAL of State, 107 North Main Street, Concord NH

State of New Hampshire
Form LLC 1 - Certificate of Formation 3 Page(s)



T0809105043

17
LLC-1 V-1.0

RECEIVED

JUN 12 2012

N.H. POLICE STANDARDS



C R A W F O R D P O L Y G R A P H S E R V I C E S

April 14, 2013

Captain Benjamin Jean
Support Bureau Commander
Police Standards and Training Council

Dear Captain Jean,

Pursuant to our email communication I write to inform you as an LLC I am the owner and sole employee and therefore do not vote or by law need workman's compensation insurance. I am insured by complete Equity Markets, Inc. for \$2,000,000.00 per claim (see attached policy) and have health insurance from the state of New Hampshire as a retired State Police Sergeant.

Professionally,



David J. Crawford
Crawford Polygraph Services LLC

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APR 16 2013

N.H. POLICE TRAINING

ENDORSEMENT #: 207551
PREVIOUS #: 207129
CUSTOMER #: 10017705

AUTHORIZATION #: (UMR) B0701CP103412

Endorsement to
Master Certificate No. CEM 1226 - 12
issued to the
**NATIONAL ASSOCIATION OF SALARIED PROFESSIONALS PURCHASING GROUP, INC.
and SPECIFIED MEMBERS OF THE
AMERICAN POLYGRAPH ASSOCIATION**

**POLYGRAPHERS PROFESSIONAL LIABILITY INSURANCE
DECLARATIONS**

EVIDENCE OF INSURANCE effected with certain
UNDERWRITERS AT LLOYD'S, LONDON
PARTICIPATION HEREON: 100%

SPECIFIED MEMBER: **CRAWFORD POLYGRAPH SERVICES, LLC**
15 Glidders Road
Moultonborough, NH 03254

LIMITS OF LIABILITY

Coverage A

- 1) Polygraphist Professional Liability Coverage
 - 2) Personal Injury Coverage
- Combined Single Limits of
Each Claim \$1,000,000.00
Aggregate \$2,000,000.00
Deductible None each claim
PREMIUM: \$ INCLUDED

Retroactive date: Coverage A: NONE

Coverage B - Disciplinary Proceedings Coverage
Each Claim \$5,000.00
Deductible None each claim
PREMIUM: \$ INCLUDED

Retroactive date Coverage B: NONE

PREMIUM (Including Endorsements):	\$1,287.00
Purchasing Group Tax for NH @ 3%	\$38.61
TOTAL LLOYD'S PREMIUM (Including Taxes):	\$1,325.61

PERIOD OF COVERAGE:

Effective **March 1, 2013 12:01 a.m. to March 1, 2014 12:01 a.m.** at the Specified Member's address above.

Special Conditions: See the attached Schedule of Forms and Endorsements

In consideration of the premium paid and in reliance upon the statements in the application attached thereto, the above Specified Member is an Assured under the Master Certificate of Insurance ("Certificate") issued to National Association of Salaried Professionals Purchasing Group, Inc. and the American Polygraph Association and Specified Members by certain Underwriters at Lloyd's, London (not incorporated) for the Period of Coverage, Limits of Liability and Retroactive Date specified above. All other terms conditions and exclusions of the Policy are unchanged.

This certifies that the attached Certificate is a true copy of the original document issued to the Association, which is hereby issued to the Specified Member Assured.

Date: February 1, 2013

LII 424 Dec (12/11)
P32**4 10017705

UNDERWRITERS AT LLOYD'S, LONDON
Complete Equity Markets, Inc.

By *Lawrence T.P. Molloy*

Lawrence T.P. Molloy

RECEIVED

The company issuing this policy has not been licensed by the state of New Hampshire and the policy has not been approved by the commissioner of insurance. If the company issuing this policy becomes insolvent, the New Hampshire Insurance Guaranty fund shall not be liable for any claims made against the policy.

APR 16 2013

N.H. POLICE STANDARDS

