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State of New Hampshire
DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

November 13, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Sole Source

Requested Action

Authorize the Department of Safety, Division of State Police to enter into a **sole source** contract amendment with North East Police Accreditation Consultants (NEPAC), LLC (Vendor #260159-B001), P.O. Box 7877, Cumberland, RI 02864, in the amount of \$12,600.00, increasing the total contract amount from \$30,000.00 to \$42,600.00 and by extending the completion date from December 31, 2017 to December 31, 2020. The original contract was approved by the Governor and Council on June 24, 2015, Item #163 and amended on January 18, 2017, Item #51. Effective upon Governor and Council approval through December 31, 2020. Funding source: 100% Private Local Funds.

Funds are available in the SFY2018 operating budget as follows:

02-23-23-234010-40080000 – Dept. of Safety – Div. of State Police – Outside Details	<u>SFY2018</u>
103-502664 – Contracts for Operational Services	\$12,600.00

Explanation

This contract amendment is **sole source** as the amount of the amendment is greater than 10% of the original contract price. This amendment provides for continued consulting services for developing a comprehensive Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA)-compliant Policy and Procedure Manual for the New Hampshire State Police. The New Hampshire State Police (NHSP) Professional Standards of Conduct is the manual of rules and regulations as well as polices that govern and provide guidance for NHSP personnel. It is a State Police best business practice to remain current and up-to-date regarding law enforcement procedures and policies. A long term goal for the NHSP is to become an accredited CALEA law enforcement agency as this credential is the gold standard in law enforcement. A major component of that process revolves around having updated policies and revising the current NHSP policies to be CALEA-compliant will assist in attaining this goal. NEPAC has agreed to extend this contract for three (3) more years for the remaining forty-two (42) policies at \$300.00 per policy.

Respectfully submitted,

John Barthelmes
John Barthelmes
Commissioner of Safety

Amendment

This agreement, (hereinafter called the "Amendment") by and between the New Hampshire Department of Safety, Division of State Police (hereinafter referred to as the "State"), and North East Police Accreditation Consultants (NEPAC), LLC, (hereinafter referred to as the "Contractor").

Whereas pursuant to an agreement (hereinafter referred to as the "Contract"), in the amount of \$30,000.00, which was originally approved by Governor and Council on June 24, 2015, Item #163 and amended on January 18, 2017, Item #51, the contractor agreed to perform certain services upon the terms and conditions specified in the contract and consideration of payment by the New Hampshire Department of Safety of certain sums therein.

Whereas the contractor and the state have agreed to amend the contract in certain aspects;

Now therefore, the parties hereto do hereby agree as follows:

1. Amendment and Modification

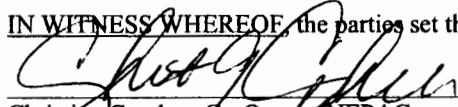
The contract is hereby amended as follows:

- Section 1.7 Completion Date is extended by thirty-six (36) months, extending the contract from December 31, 2017 to December 31, 2020, to provide consultant services to develop a comprehensive and compliant Policy and Procedure manual for the New Hampshire State Police.
- Section 1.8 Price Limitation is increased by \$12,600.00, changing the total contract amount from \$30,000.00 to \$42,600.00.

2. Effective Date and Continuance

The amendment is effective upon Governor and Council approval. All other terms and conditions of the originally approved contract remain the same.

IN WITNESS WHEREOF, the parties set their hands as of the day and year written below.


Christine Crocker, Co-Owner, NEPAC

On Nov. 2, 2017 personally appeared before me

Christine Crocker, whose identity I verified on the basis of

JUDITH A. HILL, to be the signer of the above and she acknowledged that she is the

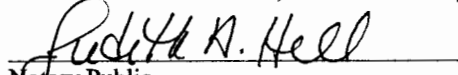
Executed the foregoing instrument for the purposes therein contained.

IN WITNESS THEREOF, I hereunto set my hand and official seal.

Notary Public, State of Rhode Island

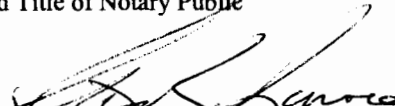
I.D. # 760510

My Commission Expires 03/08/2021

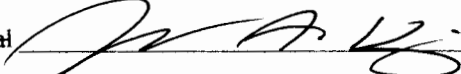

Notary Public
My Commission expires:

Judy Hill
Name and Title of Notary Public

3/8/21
~~Steven R. Lavoie, Director of Administration~~
~~N.H. Department of Safety~~


Steven R. Lavoie, Director of Administration
N.H. Department of Safety

Approved by the Attorney General this 28th day of November, 2017.

Assistant Attorney General 

Approved by the Governor and Council _____

Deputy Secretary of State _____



North East Police Accreditation Consultants, LLC.

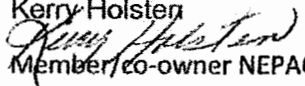
Certified Police Accreditation Assessment Managers

SOURCE OF AUTHORITY

North East Police Accreditation Consultants, (NEPAC), LLC., is a limited liability company operating in the State of Rhode Island, which through the Articles of Organization and Operating Agreement between its partners, authorizes both members to manage the company and sign contracts on behalf of the company. *(See attached Articles of Organization and Operating Agreement).*

EFFECTIVE DATE OF AUTHORITY

The Articles of Organization became effective on June 11, 2004. They were amended in August of 2005 in which the registered agent was changed and the Operation Agreement become effective on August 26, 2005. Since 2005, both members/owners of the company have retained authority to sign contracts on behalf of the company. These documents have not been amended or repealed as of the date the contract was signed. Christine Crocker, signatory of the contract has the authority to do so,

Kerry Holsten

Member/co-owner NEPAC, LLC

Date:11/14/2017

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 NORTH EAST POLICE ACCREDITATION CONSULTANTS, LLC is a Rhode Island Limited Liability Company registered to transact business in New Hampshire on April 17, 2015. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 724669



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 30th day of October A.D. 2017.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

BAP
R001DATE (MM/DD/YYYY)
10/25/2017

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

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

PRODUCER METLIFE AUTO & HOME INS AGCY/PHS 180001 P: (866) 467-8730 F: (888) 443-6112 301 WOODS PARK DRIVE CLINTON NY 13323	CONTACT NAME:	
	PHONE (A/C, No, Ext): (866) 467-8730	FAX (A/C, No): (888) 443-6112
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED NORTHEAST POLICE ACCREDITATION CONSULTANTS LLC PO BOX 7877 CUMBERLAND RI 02864	INSURER A: Hartford Casualty Ins Co	
	INSURER B: Gemini Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR HYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR General Liab _____ _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X		47 SBM UY8341	11/06/2017	11/06/2018	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		X	47 SBM UY8341	11/06/2017	11/06/2018	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE	\$
							AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE- EA EMPLOYEE	\$
							E.L. DISEASE- POLICY LIMIT	\$
B	Professional Liab			VPPL010239	12/20/2016	12/20/2017	\$1,000,000	

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

Those usual to the Insured's Operations. Certificate holder is also an Additional Insured per the Business Liability Coverage Form SS0008 attached to this policy.

CERTIFICATE HOLDER New Hampshire Division of State Police Attn: New Hampshire Division of State Police 33 HAZEN DR CONCORD, NH 03305	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Susan L. Castaneda</i>
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NEPAC

North East Police Accreditation Consultants, LLC.
Certified Police Accreditation Assessors/Managers

October 24, 2017

To Whom It May Concern,

North East Police Accreditation Consultants, LLC is a small consulting business owned by Christine Crocker and Kerry Holsten. We do not have any employees and all services are conducted by the company's two owners. As such, we are not required nor eligible for Worker's Compensation Insurance in Rhode Island where the business is physically located.

Should you have any questions or need additional information please feel free to contact me at 401440-4352.



Christine A. Crocker
Member NEPAC, LLC

*With offices in Rhode Island & Massachusetts
RI (401)-440-4352 MA (978)-609-6846
P.O. Box 7877, Cumberland, R.I, 02864
Email us at cac33@cox.net or Kholsten@verizon.net*



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

GC#51
01-18-2017

January 4, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action

Authorize the Department of Safety, Division of State Police to retroactively amend a contract with North East Police Accreditation Consultants (NEPAC), LLC (Vendor #260159-B001), P.O. Box 7877, Cumberland, RI 02864, by extending the completion date **only** from December 31, 2016 to December 31, 2017. All other terms and conditions of the contract remain the same. The original contract was approved by the Governor and Council on June 24, 2015, item #163. Effective upon Governor and Council approval for the period of January 1, 2017 through December 31, 2017. Funding source: 100% Private Local Funds.

Explanation

This request is retroactive due to recent internal position and organizational changes that were unanticipated. This contract amendment provides for continued consulting services for developing a comprehensive Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA)-compliant Policy and Procedure Manual for the New Hampshire State Police. The New Hampshire State Police (NHSP) Professional Standards of Conduct is the manual of rules and regulations as well as policies that govern and provide guidance for NHSP personnel. It is a State Police best business practice to remain current and up-to-date regarding law enforcement procedures and policies. A long term goal for the NHSP is to become an accredited CALEA law enforcement agency as this credential is the gold standard in law enforcement. A major component of that process revolves around having updated policies and revising the current NHSP policies to be CALEA-compliant will assist in attaining this goal. At this time, this project is 65% complete.

Respectfully submitted,


John Barthelmes
Commissioner of Safety

Amendment

This agreement, (hereinafter called the "Amendment") by and between the New Hampshire Department of Safety, Division of State Police (hereinafter referred to as the "State"), and North East police Accreditation Consultants (NEPAC), LLC, (hereinafter referred to as the "Contractor").

Whereas pursuant to an agreement (hereinafter referred to as the "Contract"), in the amount of \$30,000.00, which was approved by the Governor and Council on June 24, 2015, the contractor agreed to perform certain services upon the terms and conditions specified in the contract and consideration of payment by the New Hampshire Department of Safety of certain sums therein.

Whereas the contractor and the state have agreed to amend the contract in certain aspects;

Now therefore, the parties hereto do hereby agree as follows:

1. Amendment and Modification

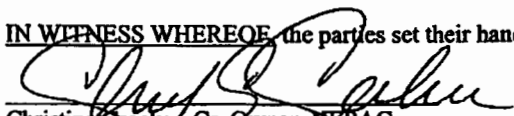
The contract is hereby amended as follows:

Section 1.7 completion date is extended by twelve (12) months, extending the contract from December 31, 2016 to December 31, 2017, to provide consultant services to develop a comprehensive and compliant Policy and Procedure manual for the New Hampshire State Police.

2. Effective Date and Continuance

The amendment is effective upon Governor and Council approval. All other terms and conditions of the originally approved contract remain the same.

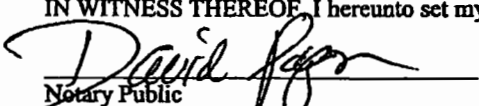
IN WITNESS WHEREOF, the parties set their hands as of the day and year written below.


Christine Crocker, Co-Owner, NEPAC

On Dec 6th, 2016 personally appeared before me _____, whose identity I verified on the basis of _____, to be the signer of the above and she acknowledged that she signed it.

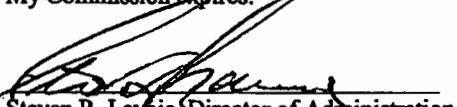
Executed the foregoing instrument for the purposes therein contained.

IN WITNESS THEREOF, I hereunto set my hand and official seal.


Notary Public
My Commission expires: _____

DAVID PAYSON Notary Public

COMMISSION EXP: 09/25/2019
758384


Steven R. Lavbie, Director of Administration
N.H. Department of Safety

Approved by the Attorney General this 3 day of January, 2017.


Assistant Attorney General

Approved by the Governor and Council _____

Deputy Secretary of State

NEPAC

North East Police Accreditation Consultants, LLC.
Certified Police Accreditation Assessors/Managers

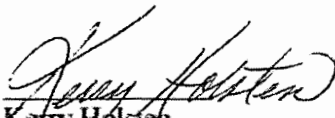
Certificate of Authority

Source of Authority

North East Police Accreditation Consultants (NEPAC), llc. Is a limited liability company in the state of Rhode Island which through the Articles of Organization and Operating Agreement between its partners, authorizes both members to manage the company and sign contracts on behalf of the company. (See attached Articles of Organization and Operating Agreement)

Effective Date of Authority

The articles of Organization became effective on June 11, 2004. They were amended in August of 2005 in which the registered agent was changed and the Operation Agreement became effective on August 26, 2005. Since 2005 both members of the company have retained authority to sign contracts on behalf of the company. These documents have not been amended or repeated as of the date the contract was signed. Christine Crocker, signatory of the contract had the authority to do so on the date the contract was signed.


Kerry Holsen
Member NEPAC, llc

12/7/2014
Date signed

*With offices in Rhode Island & Massachusetts
RI (401)-440-4352 MA (978)-609-6846
P.O. Box 7877, Cumberland, R.I., 02864
Email us at cac33@cox.net or Kholsten@verizon.net*

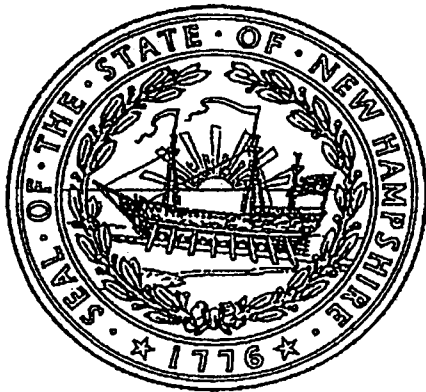
State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NORTH EAST POLICE ACCREDITATION CONSULTANTS, LLC is a Rhode Island Limited Liability Company registered to transact business in New Hampshire on April 17, 2015. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 724669



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 8th day of December A.D. 2016.

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

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

AHB
R045

DATE (MM/DD/YYYY)
12/6/2016

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

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

PRODUCER METLIFE AUTO & HOME INS AGCY/PHS 180001 P: (866) 467-8730 F: (888) 443-6112 301 WOODS PARK DRIVE CLINTON NY 13323	CONTACT NAME: PHONE (AC, No, Ext): (866) 467-8730 FAX (AC, No): (888) 443-6112 E-MAIL ADDRESS: <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%; text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%; text-align: center;">NAIC#</th> </tr> <tr> <td>INSURER A: Hartford Casualty Ins Co</td> <td style="text-align: center;">29424</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: Hartford Casualty Ins Co	29424	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC#														
INSURER A: Hartford Casualty Ins Co	29424														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
INSURED NORTHEAST POLICE ACCREDITATION CONSULTANTS LLC PO BOX 7877 CUMBERLAND RI 02864															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	COMMERCIAL GENERAL LIABILITY			47 SBM UY8341	11/06/2016	11/06/2017	EACH OCCURRENCE	\$1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000	
	<input checked="" type="checkbox"/> General Liab	X					MED EXP (Any one person)	\$10,000	
	GENL AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY	\$1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC						GENERAL AGGREGATE	\$2,000,000	
	OTHER:						PRODUCTS - COMP/OP AGG	\$2,000,000	
								\$	
A	AUTOMOBILE LIABILITY			47 SBM UY8341	11/06/2016	11/06/2017	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000	
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY						BOODLY INJURY (Per person)	\$	
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY						BOODLY INJURY (Per accident)	\$	
	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$	
								\$	
	UMBRELLA LIAB						EACH OCCURRENCE	\$	
	EXCESS LIAB						AGGREGATE	\$	
DED RETENTION \$							\$	\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE		
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)			Y/N				E.L. EACH ACCIDENT	\$	
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	

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

Those usual to the Insured's Operations. Certificate holder is also an Additional Insured per the Business Liability Coverage Form SS0008 attached to this policy.

CERTIFICATE HOLDER New Hampshire Division of State Police Attn: New Hampshire Division of State Police 33 HAZEN DR CONCORD, NH 03305	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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NEPAC

North East Police Accreditation Consultants, LLC.
Certified Police Accreditation Assessors/Managers

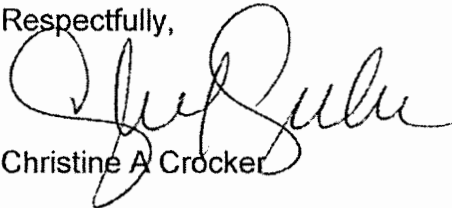
December 6, 2016

To Whom It May Concern,

North East Police Accreditation Consultants, LLC is a small consulting business owner by Christine Crocker and Kerry Holsten. We do not have any employees and all services provided by the company are conducted by its two owners. As such, we are not required to purchase nor are we eligible for Workers Compensation Insurance in Rhode Island where the business is physical located.

Should you have any questions or need additional information please feel free to contact me.

Respectfully,



Christine A Crocker

Co-Owner

*With offices in Rhode Island & Massachusetts
RI (401)-440-4352 MA (978)-609-6846
P.O. Box 7877, Cumberland, R.I, 02864
Email us at cac33@cox.net or Kholsten@verizon.net*

SP-FO-04-2015-01



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELME
COMMISSIONER

RD# 156362

June 8, 2015

GC# 163
06-24-2015

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

Requested Action

Authorize the Department of Safety, Division of State Police to enter into a contract with North East Police Accreditation Consultants (NEPAC), LLC (VC #260159-B001), P. O. Box 7877, Cumberland, RI, in an amount not to exceed \$30,000.00 for consulting services to develop a comprehensive Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA)-compliant Policy and Procedure Manual for the New Hampshire State Police. Effective upon Governor and Council approval for the period of July 1, 2015 through December 31, 2016. Funding source: 100% Private Local Funds.

Funds are available in the SFY 2016 operating budget as follows.

02-23-23-234010-40080000	Dept. of Safety – Div. of State Police – Outside Details	<u>SFY 2016</u>
103-502664	Contracts for Operational Services	\$30,000.00

Explanation

This contract will provide consulting services to develop a comprehensive Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA)-compliant Policy and Procedure Manual for the New Hampshire State Police. The New Hampshire State Police (NHSP) Professional Standards of Conduct is the manual of rules and regulations as well as policies that govern and provide guidance for NHSP personnel. It is a State Police best business practice to remain current and up-to-date regarding law enforcement procedures and policies. A long-term goal for the NHSP is to become an accredited CALEA law enforcement agency as this credential is the gold standard in law enforcement. A major component of that process revolves around having updated policies and revising the current NHSP policies to be CALEA-compliant will assist in attaining this goal.

An advertisement for requests for proposals was placed on the Administrative Services website from August 5, 2014 through September 9, 2014 pursuant to MOP 1600. Two proposals were received and assessed by an officer from the Professional Standards Unit. NEPAC, LLC was the lowest bidder and was awarded the contract.

Respectfully submitted,

John J. Barthelme
Commissioner of Safety

Subject: Consultant svcs to develop CALEA compliant procedure manual 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 Dept. of Safety, Div. of State Police		1.2 State Agency Address 33 Hazen Dr., Concord, NH 03305	
1.3 Contractor Name North East Police Accreditation Consultants, LLC		1.4 Contractor Address P. O. Box 7877, Cumberland, RI 02864	
1.5 Contractor Phone Number (401) 440-4352	1.6 Account Number Pls see Exhibit B	1.7 Completion Date December 31, 2015 November 30, 2016	1.8 Price Limitation Not to exceed \$30,000.00
1.9 Contracting Officer for State Agency Colonel Robert L. Quinn		1.10 State Agency Telephone Number (603) 223-3863	
1.11 Contractor Signature <i>Robert L. Quinn</i>		1.12 Name and Title of Contractor Signatory Christine A. Crocker Co-Owner	
1.13 Acknowledgement: State of <u>RI</u> , County of <u>Cumberland</u> On <u>4.6.15</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>Jackie E. Hooper</i> ID# 755191 Ex 4/1/2017			
1.13.2 Name and Title of Notary or Justice of the Peace <i>Jackie E. Hooper</i>			
1.14 State Agency Signature <i>[Signature]</i>		1.15 Name and Title of State Agency Signatory Director of Administration	
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: <i>[Signature]</i> On: <u>6/10/15</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 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.

Contractor Initials

Date


Date 1/16/15

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

Contractor Initials
Date

[Signature]
4/10/15

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.

Contractor Initials

Date

[Handwritten Signature]
[Handwritten Date: 4/12/15]

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
DIVISION OF STATE POLICE**

EXHIBIT A

North East Police Accreditation Consultants (NEPAC), LLC of Cumberland, RI, is being contracted by the New Hampshire Department of Safety, Division of State Police Professional Standards Unit to provide consultant services to develop a comprehensive & Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) – compliant policy and procedure manual for the New Hampshire State Police to include the following:

1. Consult with New Hampshire State Police to determine the vision and expectations for the manual.
2. Development of templates, binder design and Table of Contents.
3. Create a Manual Introduction which will define the mission and vision statement of the division.
4. Review and revise existing New Hampshire State Police general orders, policies, procedures, and Rules & Regulations to ensure compliance with CALEA standards and New Hampshire law. Customize and develop new policies utilizing the framework of existing policies to ensure uniformity and familiarity with department personnel. The manual will be comprehensive, clearly written and easy to use.
5. Review and, if necessary, revise and create reporting forms such as Use of Force, Pursuit, Early Warning, Inspections, etc. to ensure compliance with all departmental procedures and protocols.
6. New Hampshire State Police will be provided with a draft of each policy and related forms, if applicable, to review and provide their input and modifications. Once any and all comments have been included within the draft, each policy will be finalized and the building of the manual will begin.
7. NEPAC will seek to achieve a high degree of consistency and uniformity with regard to critical policies throughout the State of New Hampshire.
8. Compile the above files for current use and ease of future revisions.

Contractor initials 

Date 11/21/15

9. Upon completion, a master copy of the policy manual, including the Rules and Regulations and all reporting forms shall be provided on a CD/DVD.
10. NEPAC consultants will remain in constant contact with the New Hampshire State Police's designated point-of-contact on all matters related to policy development and revisions of the existing policies and/or reporting forms.
11. NEPAC consultants will make themselves available for consultation with members of the New Hampshire State Police Administrative Staff as needed.

The contract will become effective July 1, 2015, upon Governor and Council approval, and will be effective through December 31, 2016. If necessary, the contract will be amended to extend the contract completion date at the option of the State alone. The State shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

EXHIBIT B

The Contractor agrees to invoice the State of New Hampshire as work is completed. The Contractor further agrees not to exceed the contract total of \$30,000.00 during the contract term. The State of New Hampshire agrees to make payment of such invoices within 30 days of receipt, approval and acceptance by the State.

The appropriate account number for the P-37 form, section 1.6 is:

FY 2016

02-23-23-234010-40080000 - Dept. of Safety – Div. of State Police – Outside Details
103-502664 – Contracts for Operational Services \$30,000.00

EXHIBIT C

Both parties agree to amending section 14 of the P-37 amount of insurance to agree with the vendor's coverage currently in force of comprehensive general liability in the amount of \$1,000,000.00 each occurrence and professional liability of \$1,000,000.00 each occurrence. The combination of these coverages will give the State the coverage that is required by 14.1.1 of the P-37.

Contractor initials

Date

[Handwritten Signature]
4/16/15