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New Hampshire Department of  
BUSINESS AND  
ECONOMIC AFFAIRS

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October 1, 2019

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

REQUESTED ACTION

Authorize the Department of Business and Economic Affairs (BEA) Office of Workforce Opportunity (OWO) to enter into a contract for services with Thomas P. Miller and Associates (TPMA) (VC#267150), 1630 N Meridian Street, Suite 430, Indianapolis, Indiana for \$68,650.00. TPMA shall provide services for the development of the Workforce Innovation and Opportunity Act (WIOA) Combined State Plan effective October 23, 2019, or upon Governor and Council approval whichever comes later, with an end date of June 30, 2020. This contract is 100% Federal WIOA funds.

Federal funds to support this request are available in the following account:

	<u>FY2020</u>
03-22-22-220510-1453000	
Office of Workforce Opportunity	\$68,650.00
102-500731 Contract for Program Services	

EXPLANATION

This contract between BEA and TPMA is for the provision of WIOA State Plan development services executed in response to *Request for Proposals (RFP) # 2020-02 DBEA/OWO/WIOA*, issued July 29, 2019. (Please see Attachment A for RFP details.) BEA is the grant recipient for the State for WIOA federal funds awarded by US DOL. The State Workforce Innovation Board (Board) is responsible for the development, implementation, and modification of the WIOA State Plan, including convening required partners and stakeholders to participate in the development of the Plan. States are required to have a State Plan, outlining a 4-year strategy for the State's Workforce Development System (i.e., NH Works), submitted to the US Department of Labor (DOL) by April 1, 2020. The following core WIOA programs are required: Adult, Dislocated Worker, and Youth programs (Title I of WIOA); the Adult Education Family Literacy Act (AEFLA) program (Title II of WIOA); the Wagner-Peyser Act Employment Services program (Title III of WIOA), and Vocational Rehabilitation services (Title IV of WIOA). The State Plan shall be developed in a transparent manner, and in consultation with representatives of businesses, labor organizations, community-based organizations, adult and youth education and workforce development providers, institutions of higher education, disability service entities, youth-serving programs, and other stakeholders, including the public, with an interest in the services provided by the six core WIOA programs.


The Attorney General's Office has approved this contract as to form, substance and execution.

Respectfully submitted,



Wildolfo (Will) Arvelo,  
Director of Economic Development

Concurred,



Taylor Caswell,  
Commissioner

HC

# New Hampshire's State Workforce Combined Plan Development

**Background:**

In accordance with the WIOA legislation, the Governor of each State must submit a Unified or Combined State Plan to the Secretary of DOL that outlines a 4-year strategy for the State's workforce development system. The major content areas of the State Plan include strategic and operational planning elements.

The plan requires the use of economic and labor market information to ensure a thorough understanding of the economic opportunities and workforce needs of the State. The State Workforce Innovation Board (SWIB) is responsible for the development, implementation, and modification of the plan, and for convening of all relevant programs, required partners and stakeholders

BEA released a request for proposal (RFP) on July 29, 2019 for soliciting a vendor experienced in strategic workforce development planning to support the development of a four-year comprehensive workforce strategic plan for the State. Three organizations responded to the RFP in the time required and met the RFP requirements for competition.

- Thomas P. Miller and Associates (TPMA), Indianapolis, IN
- West Ed, San Francisco, CA
- Odenthal Group, Lincoln, NE

**RFP Review Results:**

Review committee members:

- Pam Szacik, Administrator IV for NH Employment Security,
- Lisa Hinson-Hatz, Administrator IV for the Department of Education, Division of Vocational Rehabilitation, and
- Bonnie St.Jean, Administrator II for BEA's Office of Workforce Opportunity.

Based on scores, the review team recommended the contract be to Thomas P. Miller and Associates (TPMA).

The Review Committee scoring and related criteria were as follows:

RFP Requirement	Max. Points	West Ed			Odenthal			TPMA		
		PS	LH	BSJ	PS	LH.	BSJ	PS	LH	BSJ
Cover letter	Pass/Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Experience	20 points	18	13	19	17	12	10	20	20	20
Proposal Strategy	35 points	35	28	25	32	20	30	35	35	32
Timeline	15 points	15	12	10	14	15	10	15	12	14
Key Personnel	10 points	8	10	9	10	5	6	10	10	9
Costs (Budget)	20 points	15	18	10	20	15	18	18	18	19
Total	100 points	91	81	73	93	67	74	98	95	93
Total/Average Score		245/82			234/78			286 /95		

**STATE OF NEW HAMPSHIRE DEPT. OF BUSINESS AND ECONOMIC AFFAIRS**  
**Office of Workforce Opportunity**

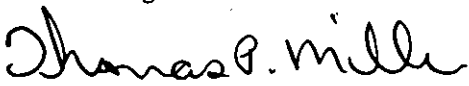
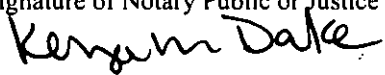
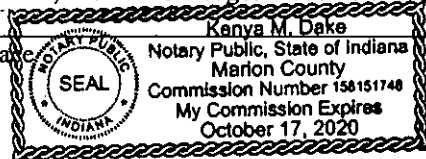
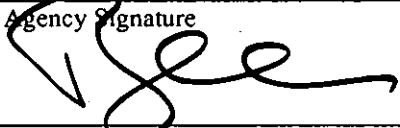
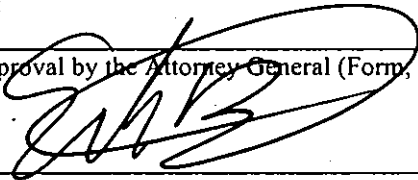
Subject: Thomas P. Miller and Associates, LLC Contract for WIOA State Combined Plan Development Services

**AGREEMENT**

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

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name NH Dept. of Business and Economic Affairs Office of Workforce Opportunity		1.2 State Agency Address 1 Eagle Square, Suite 100 Concord, NH 03301	
1.3 Contractor Name Thomas P. Miller & Associates, LLC (TPMA)		1.4 Contractor Address 1630 N. Meridian Street, Suite 430 Indianapolis, IN 46202	
1.5 Contractor Phone Number 1-317-894-5508	1.6 Account Number 22-1453000-102-500731	1.7 Completion Date June 30, 2020	1.8 Price Limitation \$68,650.00
1.9 Contracting Officer for State Agency Jacqueline Heuser, Director		1.10 State Agency Telephone Number 603-271-7275	
1.11 Contractor Signature 		1.11 Name and Title of Contractor Signatory Thomas P. Miller, President and CEO	
1.13 Acknowledgement: State of <u>Indiana</u> , County of <u>Marion</u> On <u>Sept. 18, 2019</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 <u>Kenya Dake - Controller</u>			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Taylor Caswell, Commissioner	
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>10/10/2019</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, genetics 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.

**NH Department of Business and Economic Affairs  
Office of Workforce Opportunity (OWO)**

**STANDARD EXHIBIT A**

**SCOPE OF WORK**

DATE: September 13, 2019  
CONTRACT: DBEA/OWO/WIOA State Workforce Combined Plan Development  
CONTRACT PERIOD: October 23, 2019 – June 30, 2020  
CONTRACTOR: Thomas P. Miller & Associates, LLC (TPMA)  
1630 N. Meridian Street, Suite 430 Indianapolis, IN 46202  
1-317-894-5508  
KEY REPRESENTATIVE: Thomas P. Miller, President and CEDO

**1. Provisions Applicable To All Services**

The Contractor hereafter agrees:

- a) That, to the extent future federal or State legislative action may have an impact on the services described herein, the State has the right to modify Service priorities and expenditure requirements under this Contract so as to achieve compliance therewith, in which event the price limitations for such Service(s) shall be renegotiated;
- b) Order of Precedence: In the event of conflict or ambiguity among any of the text of the Contract Documents, the following Order of Precedence shall govern:
- c) The State of New Hampshire Terms and Conditions, Form P-37 and Exhibits A and B; RFP#-2020-02-DBEA/OWO/WIOA State Workforce Plan Combined Plan Development which is hereafter incorporated by reference; and the Thomas P. Miller & Associates Proposal, dated August 30, 2019 which is hereafter incorporated by reference;
- d) The Contractor shall provide all services outlined in the documents referenced in item b) above consistent with the Contract Deliverables as outlined in item 3 below.



## 2. Roles and Responsibilities

### Office of Workforce Opportunity (OWO)

- a) The OWO shall provide a contract manager to serve as the point person for all matters related to carrying out the terms and conditions of this contract.
- b) The OWO shall ensure that the contract manager is available to respond timely to all requests from TPMA for information and other items necessary to completing planned tasks.
- c) OWO will be responsible for all arrangements related to arranging for and scheduling board, partner and community stakeholder meetings consistent with planned activities based upon agreed upon timelines.
- d) OWO will be responsible for keeping to the agreed upon timelines to the extent feasible. However, timelines will need to be somewhat flexible due to the availability of key stakeholders in NH. Necessary changes negotiated with TPMA, will take into consideration TPMA's capacity to accommodate time adjustments.

### Thomas P. Miller & Associates (TPMA)

- a) Coordination and communication with designated OWO staff to achieve goals of the contract.
- b) Develop and implement, subject to OWO and IDG review, specific work plan and timeline for achieving contractual goals.
- c) Attainment of Contract Deliverables and Reports in timeline established.
- d) Demonstrate through practice expertise in knowledge of WIOA state planning requirements and "experience inspiring board members and staff at all levels to think, plan, and act strategically".

## 3. Contract Deliverables and Reports

- WIOA Plan Stakeholder Engagement – the contractor shall design a multifaceted approach to ensure broad stakeholder engagement in the development of the Plan. Specific tasks shall include:

- o Launch Call - TPMA will hold a Launch Call with OWO leadership and necessary parties to discuss the scope of work, roles, and responsibilities, project timeline, and expected deliverables. TPA and OWO leadership will determine a communication plan for the duration of the planning process.
- o Kick-Off Meetings - TPMA will facilitate multiple in-person meetings with key stakeholders, beginning with a meeting with the State Workforce Innovation Board (SWIB) to discuss an array of topics including the planning process, expected outcomes and goals, the implementation of the plan, workforce development priorities, and challenges facing New Hampshire. While onsite, TPMA will conduct additional meetings with the Interagency Directors Group (IDG) and the One-Stop Operate Consortium (Consortium). The focus of these sessions will be to obtain a better understanding of the concurrent workforce development landscape in New Hampshire; establishing a snapshot of current activities, initiatives, and partner priorities, and how each are interconnected. This will help to begin creating buy-in for the creation of the Combined Plan through early communication and input from these representatives. TPMA will also work with these groups to identify key stakeholders for engagement.
- o Research - Concurrent with the Launch Call and Kick-Off Meetings, TPMA will conduct supporting research for the plan that will include the review and analysis of existing plans and strategies (i.e., NH WIOA Combined State Plan 2016-2020, State's Economic Development Ten-Year Plan, NH Department of Health and Human Service's Whole Family/Next Generation service strategy, etc.). TPMA will complete a data analysis utilizing data from ELMI and other sources to:
  - ensure alignment of planning components (e.g., goals and outcomes) with partners;
  - assist in the development of the stakeholder questions;
  - provide quantitative data that will be combined with qualitative input to provide a full picture of the labor market and economic conditions in New Hampshire; and
  - provide the State Workforce Innovation Board with the information needed to make informed strategic and policy decisions
- o Stakeholder Engagement: TPMA will implement a three-phase engagement strategy to

gather statewide input that will provide the SWIB with adequate and detailed information to shape the Combined Plan. TPMA will provide a minimum of two team members for person-to-person engagement. TPMA will utilize standard protocols, including agendas and note taking, to establish continuity between conversations.

- Phase I: Online Surveys: TPMA will design three online surveys targeting Business and Industry, Talent Development Ecosystem Partners, and New Hampshire residents. TPMA will work with OWO, IDG, and Consortium leadership to develop distribution lists and targets. TPMA will provide message for survey invitations for OWO staff to deliver via email for a greater response.
- Phase II: Input Session: TPMA will facilitate eight (8) in-person input sessions with a goal of 8-12 participants per group. TPMA will be on site for a weeklong (Monday-Friday) visit where input sessions can be conducted in four (4) regions: Manchester (south), Keene (West), Portsmouth (east), and Littleton (north). TPMA will work with OWO, IDG, and Consortium leadership to identify participants and meeting locations.
- Phase III: Interviews: TPMA will conduct up to 10 interviews by phone or, if scheduling permits, in-person during phase II. The one-on-one interviews will be with key stakeholders and state agency leaders identify by OWO leadership.

Following the stakeholder engagement phases, TPMA will synthesize the gathered information and provide a summary with key takeaways.

- o Plan Development: Following the research and engagement strategies of the planning process, TPMA will begin constructing the Combined Plan starting with the strategic planning elements (i.e. Vision, Mission, Goals, Strategies, etc.). TPMA will facilitate at least a half-day (four hour) planning session with the SWIB. During the session, TPMA will present findings from the previous work and lead discussion on the planning components. The intent of this plan development strategy is to keep the SWIB at a strategic level providing the framework for the direction of the NH talent development system for the next four years. In order to achieve consensus on the elements continued discussion and revision may be required through virtual meetings and communication. TPMA will utilize the results of the SWIB sessions to begin drafting the strategic portion of the Combined Plan, beginning with an outline of the planning elements, which TPMA will provide for feedback and approval.

The second step of the drafting process includes a second session with the IDG and OWO leadership following the SWIB strategic planning session. This discussion will focus more on the required components of the Combined Plan. TPMA will continue to work with OWO and IDG leadership to build-out the program specific components of the Combined Plan. It is essential that communication remains consistent throughout the drafting process and TPMA will host virtual meetings and phone calls with OWO and IDG leadership to discuss plan elements, requirements, and other relevant topics. TPMA may request IDG leadership to provide program specific language. TPMA will integrate the strategic elements with the compliance components and provide a full draft of the Combined Plan for review to OWO and IDG leadership prior to presenting the draft to the SWIB for final approval. TPMA will incorporate feedback and provide a finalized draft for public comment.

- o Plan Finalizing: Immediately following the public comment period, TPMA will amend the plan as necessary and provide a final Combined Plan to OWO. TPMA will provide two versions of the plan, one that is easily readable for general use, and one that meets accessibly compliant requirements, and in the format that allows for easy upload into the US DOL online portal. In addition, TPMA will develop a summary plan that will be a concise version of the strategic plan elements, designed to easily share with stakeholders and the SWIB to convey the strategic priorities of the board. TPMA will present the final plan to the board at a scheduled meeting, and provide OWO with collateral material (i.e., PowerPoint, talking points, handouts, etc.) for additional presentations as needed. The presentation will discuss the planning process, findings, and themes from engagement activities, highlight collaborative efforts and major plan components. TPMA will work with OWO leadership to market the plan through social media and other platforms.
- Strategic Plan Development – the contractor shall work with key planning partners to develop the State’s WIOA strategic plan consistent with the requirements set forth in WIOA for single state entities (i.e. state planning requirement plus applicable local board planning requirements). NH’s state plan shall be a combined plan that includes WIOA Adult, Dislocated Worker, Youth, Wagner Peyser Services, Unemployment Insurance, Adult Basic Education and Vocational Rehabilitation service strategies.
  - o Deliverables - the contractor shall document the process and outcomes, and draft a WIOA state plan for Board review and approval by no later than March 20, 2020.

#### 4. Timeline for Plan Development/Milestones

All dates are tentative contingent on the contract award date and availability of key stakeholders in the NH State Combined Plan development process.

Task	Deliverable/Milestone	Completion Date
Launch Call	Facilitated Call	Week of 10/28/19
	Final work Plan, Timeline, and Deliverable Schedule	10/28/19
Kick-off Meetings	Schedule Meeting and Invitations Sent	Week of 10/28/19
	Three (3) On-Site Meetings	Week of 10/28/19
Research	Meeting Summaries	11/1/19
	Document Review	11/8/19
	Document Analysis	11/15/19
	Economic and Labor Market Information Collection	11/8/19
	Economic and Labor Market Information Analysis	11/15/19
Stakeholder Engagement	Draft Survey Questions	11/8/19
	Survey Released	11/1/19
	Survey Closed	11/15/19
	Survey Analysis	11/20/19
	Focus Group Scheduled and Invitations Sent	Week of 11/4/19
	Focus Group Protocols Completed	11/8/19
	8 Focus Group Completed	Week of 11/11/19
	Focus Group Analysis	11/20/19
	Interviews Scheduled	Week of 11/4/19
	Interview Protocols Completed	11/8/19
	10 Interviews Completed	Week of 11/11/19
	Interview Analysis	11/20/19
	Combined Stakeholder Engagement Analysis	11/20/19
Plan Development	On-Site Planning Sessions	Week of 11/21/19
	Summary of Sessions	12/6/19
	Strategic Planning Element Outline	12/6/19
	Draft Combined Plan	12/20/19
	Final Plan	1/17/19
	Summary Plan (Plan on a Page)	1/31/19
	Public Comment Period Completed	2/21/20
Plan Finalizing	Finalized Plan	2/28/20
	On-Site Plan Presentation	Week of 3/16/20
	Plan Presentation Collateral Finalized	3/27/19
	Plan Approval by SWIB	Week of 3/16/20
	Plan Submitted to U.S. DOL	3/27/20

**NH Department of Business and Economic Affairs  
Office of Workforce Opportunity (OWO)**

**STANDARD EXHIBIT B**

**METHOD, SCHEDULE, & CONDITIONS PRECEDENT TO PAYMENT**

Funds from US DOL Workforce Innovation and Opportunity Act (WIOA) discretionary funds (CFDA 17.258, 17.278 & 17259) fund this contract.

1. Costs for this contract shall not exceed \$68,650.00.
2. The contractor shall invoice OWO on a cost reimbursement basis for the services performed in accordance with the deliverables outlined in Exhibit A of this contract.
3. Invoices shall be submitted to OWO upon satisfactory completion of deliverables as approved by the OWO Director, or her designee. TPMA will receive final payment upon acceptance of the final plan into the national WIOA State Plan portal.
4. TPMA will submit electronic Invoices to Jacqueline.Heuser@livefree.nh.gov.
5. The State will submit payment to the contractor within 45 days of the receipt of accepted invoices and approval of required deliverables/reports described in Exhibit A of this contract.
6. An authorized representative of the contractor must sign requests for payment.
7. Payments may be withheld pending receipt of required deliverables/reports as defined in Exhibit A. of this agreement.
8. See below the proposed schedule for payment. Scheduled activities may fluctuate, which may change the actual invoice amount. In total, invoiced amounts shall not exceed \$68,650.

Invoice Date		
October 31, 2019	\$7,850.00	Launch Call; Kick Off Meeting, and related travel
November 30, 2019	\$26,930.00	Research, Stakeholder Engagement and related travel
December 31, 2019	\$13,610.00	Plan Development
January 31, 2020	\$12,300.00	Plan Development
March 31, 2020	\$7,960.00	Plan Finalizing; and related travel

**NH Department of Business and Economic Affairs  
Office of Workforce Opportunity (OWO)**

**STANDARD EXHIBIT C**

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**SPECIAL PROVISIONS**

As a condition of this contract agreement TPMA agrees to:

1. If applicable, allow OWO staff to conduct on-site program and fiscal monitoring if requested to comply with federal program management requirements.
2. TPMA staff funded through this agreement must agree to maintain WIOA participation confidentiality and equal opportunity federal requirements to the extent that he/she has direct contact with WIOA eligible customers in the course of carrying out the responsibilities outlined in the Statement of Work.
3. Intellectual Property Clause – this agreement is 100% federally funded therefore, "The Federal government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for Federal purposes: i) the copyright in all products developed under the grant, including a sub grant or contract under the grant or sub grant, and ii) rights of copyright to which the grantee, sub grantee or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.
4. If applicable, the following language needs to be included on all products developed, in whole or in part, with grant funds in accordance with the State WIOA Annual Financial Agreement:

*"This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. This product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.*

5. If applicable, contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate (See State Contract Form P37).
6. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Termination for Convenience: In addition to the Event of Default/Remedies as outlined in number eight (8) of the NH P37 Contract Document; BEA/OWO by thirty (30) day written notice, may terminate this agreement, in whole or in part, when it is in the best interests of BEA/OWO. If the agreement is for supplies and is so terminated, TPMA shall be compensated in accordance with its auditable costs to point of notification of termination. To the extent that the agreement is for services and is so terminated, BEA/OWO shall be liable only for payment in accordance with the payment provisions of the agreement for the actual services rendered to the effective date of the termination.

7. Certification Regarding Debarment: Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part.1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. TPMA shall certify by signature to this agreement that to the best of their knowledge, neither TPMA nor any of its principals:
  - (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency;
  - (b) have within a five-year period preceding this agreement been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or Agreement under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and
  - (d) have not within a three-year period preceding this agreement had one or more public transactions (federal, state, or local) terminated for cause.
  
8. Compliance with the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, if applicable. Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). TPMA shall certify by signature to this agreement that they shall comply with the Clean Air Act and the Federal Water Pollution Control Act to the extent that such provisions apply to this agreement.
  
9. Compliance with Procurement of recovered materials: TPMA shall certify by signature to this agreement that they shall comply with Solid Waste Disposal Act to the extent that such provisions may apply to this agreement. See §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing



an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]. TPMA shall certify by signature to this agreement that they shall comply with Solid Waste Disposal Act to the extent that such provisions may apply to this agreement.

10. Breach of Contract: Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms. TPMA agrees to comply with the terms and conditions as set forth in the State Contract P-37 document #8, which provides for such sanctions and penalties as appropriate.
11. Equal Employment Opportunity. As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the contractor assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:
  - (a) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I- financially assisted program or activity;
  - (b) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
  - (c) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
  - (d) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
  - (e) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
  - (f) Compliance with 29 CFR part 38 and all other regulations implementing the laws listed above.
  - (g) TPMA shall agree by signature to this agreement to comply with the requirement to include equal opportunity clause outlined below. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
  - (h) During the performance of this contract (agreement), the contractor (TPMA) agrees as follows:
    - a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment,

- upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
  - c. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
  - d. The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - e. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
  - f. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (i) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
  - (j) The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to

enter into such litigation to protect the interests of the United States.

12. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). TPMA shall certify by signature to this agreement that they are familiar with the Davis-Bacon Act and shall comply with the provisions of this act to the extent it is or becomes applicable to this agreement. When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
13. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). TPMA shall certify by signature to this agreement that they are familiar with the Contract Work Hours and Safety Standards Act and shall comply with the provisions of this act to the extent it is or becomes applicable to this agreement. Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
14. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. TPMA shall certify by signature to this agreement that they are familiar with the provisions of the Rights to Inventions Made Under a Contract or Agreement and shall comply with these provisions to the extent they are or become

applicable to this agreement.

15. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. TPMA shall certify by signature to this agreement to comply with Anti Lobbying provisions as applicable.
16. Veterans' Priority Provisions: BM-CAP agrees to comply with the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215), as implemented by the Final Rule published on December 19, 2008 at 73 Fed. Reg. 78132. The JVA provides priority of service to veterans and spouses of eligible veterans for the receipt of employment, training, and placement services. Priority of service for veterans is a condition of receipt of US DOL funds.
17. Buy American Notice Requirement: To the greatest extent practicable, and the extent to which purchases are allowable in this Agreement, BM-CAP agrees to purchase American made equipment and products. (See WIOA Section 505-Buy American Requirements).
18. Salary and Bonus Limitations:
  - a) No funds available under this Agreement may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of the annual rate of basic pay prescribed for level II of the Executive Schedule under 5 U.S.C. 5313, which can be found at <https://www.opm.gov/>.
  - b) In instances where funds awarded under this agreement pay only a portion of the salary or bonus, the SCSEP funds may only be charged for the share of the employee's salary or bonus attributable to the work performed on the SCSEP grant. That portion cannot exceed the proportional Executive level II rate. The restriction applies to the sum of salaries and bonuses charged as either direct costs or indirect costs under SCSEP.
  - c) The limitation described in paragraph (a) of this section will not apply to contractors (as defined in 2 CFR 200.23) providing goods and services..
  - d) When an individual is working for the same recipient or Subrecipient in multiple offices that are funded by title I of WIOA or the Wagner-Peyser Act, the recipient or Subrecipient must ensure that the sum of the individual's salary and bonus does not exceed the prescribed limit in paragraph (a) of this section.

**Limited Partnership or LLC Certification of Authority**

I, Thomas P. Miller, hereby certify that I am the sole owner of Thomas P. Miller and Associates, LLC a limited liability company under RSA 304-C. I certify that I am authorized to bind the LLC.

I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the LLC.

DATED: 9-18-19

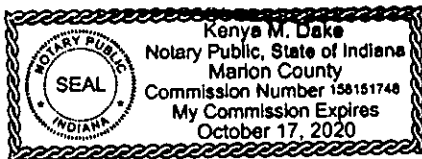
ATTEST: Thomas P. Miller  
Thomas P. Miller, President & CEO

State of Indiana County of Marion

The foregoing document was acknowledged before me on Sept. 18, 2019

Kenya M. Dake  
Signature of Notary Public or Justice of the Peace

Kenya Dake - Controller  
Name and Title of Notary or Justice of the Peace



# State of New Hampshire

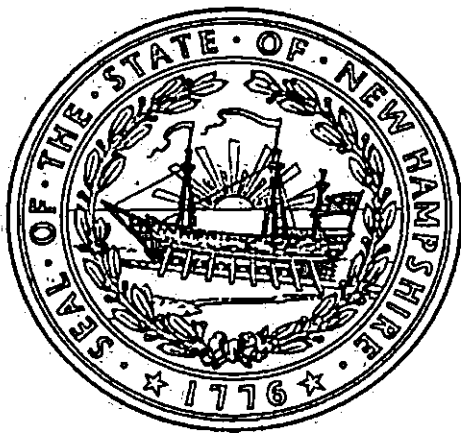
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THOMAS P. MILLER AND ASSOCIATES, LLC is a Indiana Limited Liability Company registered to transact business in New Hampshire on June 22, 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; and the attached is a true copy of the list of documents on file in this office.

Business ID: 727997

Certificate Number: 0004592972

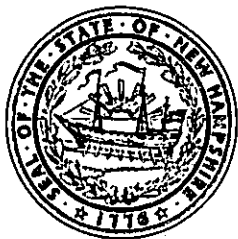


IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 17th day of September A.D. 2019.

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



Business Name : Thomas P. Miller and Associates, LLC

Business ID : 727997

### Filing History

Filing#	Filing Date	Effective Date	Filing Type	Annual Report Year
0004523735	06/04/2019	06/04/2019	Annual Report	2019
0004353419	01/02/2019	01/02/2019	Annual Report Reminder	N/A
0004046199	03/20/2018	03/20/2018	Annual Report	2018
0003789165	01/01/2018	01/01/2018	Annual Report Reminder	N/A
0003502149	01/24/2017	01/24/2017	Annual Report	2017
0003403458	12/26/2016	12/26/2016	Annual Report Reminder	N/A
0003315972	06/08/2016	06/08/2016	Annual Report	2016
0003311521	06/03/2016	06/03/2016	Dissolution/Suspension Warning Letter	N/A
0003139845	06/22/2015	06/22/2015	Business Formation	N/A

### Trade Name Information

Business Name	Business ID	Business Status
No Trade Name(s) associated to this business.		

### Name History

Name	Name Type
No Name Changes found for this business.	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/17/2019

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).

<b>PRODUCER</b> <b>State Farm</b> BEAU BRADLE STATE FARM AGENCY 9757 WESTPOINT DRIVE - SUITE 300 INDIANAPOLIS, IN 46258	<b>CONTACT NAME:</b> LAUREN MCINTIRE <b>PHONE (A/C No. Ext.):</b> 317-288-2944 <b>FAX (A/C No.):</b> 317-288-2973 <b>E-MAIL ADDRESS:</b> LAUREN@BEAUBRADLEINSURANCE.COM																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>STATE FARM FIRE AND CASUALTY COMPANY</td> <td>25143</td> </tr> <tr> <td>INSURER B:</td> <td>STATE FARM MUTUAL COMPANY</td> <td>25178</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	STATE FARM FIRE AND CASUALTY COMPANY	25143	INSURER B:	STATE FARM MUTUAL COMPANY	25178	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
INSURER(S) AFFORDING COVERAGE		NAIC #																			
INSURER A:	STATE FARM FIRE AND CASUALTY COMPANY	25143																			
INSURER B:	STATE FARM MUTUAL COMPANY	25178																			
INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
<b>INSURED</b> THOMAS P MILLER & ASSOCIATES LLC 1630 N MERIDIAN ST. - SUITE 430 INDIANAPOLIS, IN 46202																					

**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	ADOL	SUBR	INSO	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			Y	Y	94-FH-0413-8	03/14/2007	03/21/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/POP AGG \$ OTHER \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			Y		417 5353-A15-14 445 2743 -C20-14 397 8239-C28-14	07/15/2014 03/20/2018 09/28/2017	01/15/2020 03/20/2020 03/28/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 OTHER \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					94-LG-8529-8	04/24/2007	04/24/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 OTHER \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			Y/N	N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	FIDELITY BOND					94-L7-4319-8	02/09/2009	02/09/2020	\$15,000

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

<b>CERTIFICATE HOLDER</b> State of New Hampshire Department of Business and Economic Affairs Office of Workforce Opportunity 1 Eagle Square Suite 100,                      Concord NH 03301	<b>CANCELLATION</b> 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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