



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

June 3, 2014

Sole Source

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

REQUESTED ACTION

Authorize the Department of Environmental Services to enter into a **sole source** agreement with the New Hampshire Association of Conservation Districts (Vendor # 217956-B001), Concord, NH in the amount of \$3,500 to support the New Hampshire Envirothon Training and Competition Days, effective upon Governor & Council approval through June 30, 2014. 100% Publication Revolving Fund.

Funding is available in the account as follows:

	<u>FY 2014</u>
03-44-44-440010-1009-102-500731	\$3,500
Department of Environmental Services' Publications Revolving Fund, Contract for Program Service	

EXPLANATION

The New Hampshire Envirothon is a high-level, statewide science competition for middle- and high-school aged students, and has been conducted by volunteers since 1991, with the New Hampshire Association of Conservation Districts (NH ACD) serving as its primary sponsor. This agreement is **sole source** because no other entity other than the NH ACD has offered or assumed the role of Envirothon sponsor during that period and it is the Envirothon program that is the beneficiary of these funds. The Envirothon presents student teams with the opportunity to compete with other schools to demonstrate their skill and understanding of the environment, its natural processes, and the means to mitigate contemporary environmental problems. This program, in many cases, represents a curriculum option for students or supplements their class work and provides a forum within which to educate and prepare the next generation of environmental stewards. Dozens of DES staff members and volunteers, as well as hundreds of students, have participated in the Envirothon over the years, including its specialized teams (e.g., aquatics, forestry, soils, wildlife) and its judging panel to evaluate the skills and knowledge of teams' presentation of the "special topic" for the year's theme. This year's theme is "Sustainable Agriculture in New Hampshire." This program nurtures the students' interest in environmental sciences and helps to build the next generation's work force in the field of natural resources management.

This agreement has been approved as to form, substance, and execution by the Office of the Attorney General. Your approval is respectfully requested.


Thomas S. Burack
Commissioner

Subject:

New Hampshire Envirothon - 2014

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Nh Department of Environmental Services		1.2 State Agency Address P.O. Box 95, 29 Hazen Drive, Concord, NH 03301	
1.3 Contractor Name NH Association of Conservation Districts		1.4 Contractor Address 1197 Route 12A, Surry, NH 03431	
1.5 Contractor Phone Number (603) 358-6484	1.6 Account Number 03-44-44-440010-1009-102-5	1.7 Completion Date June 30, 2014	1.8 Price Limitation \$3,500
1.9 Contracting Officer for State Agency Timothy W. Drew		1.10 State Agency Telephone Number (603) 271-3306	
1.11 Contractor Signature <i>Susan Kessler</i>		1.12 Name and Title of Contractor Signatory Susan Kessler, Coordinator, NH Envirothon	
1.13 Acknowledgement: State of <u>New Hampshire</u> , County of <u>Cheshire</u> On <u>3-19-14</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>Lauria A. Smith</i>			
1.13.2 Name and Title of Notary or Justice of the Peace LAURIA A. SMITH, Notary Public My Commission Expires October 6, 2015			
1.14 State Agency Signature <i>Victor J. Quira</i>		1.15 Name and Title of State Agency Signatory <i>fr</i> THOMAS S. BURACK, 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: <i>[Signature]</i> On: <u>5-18-2014</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 SK
Date 3/19/14

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 JK
Date 3/19/14

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 SK
Date 3/19/14

EXHIBIT A
SCOPE OF SERVICES

1. The New Hampshire Association of Conservation Districts is the “**CONTRACTOR.**” The New Hampshire Department of Environmental Services (DES) is the “**STATE.**” Timothy Drew, Administrator for the DES Public Information and Permitting Unit, is the Contracting Officer for DES.
2. DES participates in the New Hampshire Envirothon and its several specialized teams (aquatics, forestry, soils, wildlife, and its special presentation team of judges). The Envirothon has been held annually in New Hampshire since 1992 and will be celebrating its 22nd anniversary of providing high school students with challenging environmental competition in 2014. This program in many cases represents a curriculum option for students or supplements their class work and provides a forum in which to educate and prepare the next generation of environmental stewards.
3. The **CONTRACTOR** shall perform the following tasks:

Task 1: Administration

- 1.1 The **CONTRACTOR** will oversee the New Hampshire Envirothon’s year long program.
- 1.2. The **CONTRACTOR** will set up and run the NH Envirothon Training Day event to be held on April 5, 2014.
- 1.3. The **CONTRACTOR** will provide all logistical arrangements for students and advisors from all teams across the state to participate in the NH Envirothon Training Day which will expose them to the natural resource management professionals and scientists who serve as resources and mentors.
- 1.4. The **CONTRACTOR** will make arrangements for the use of facilities for the NH Envirothon Training Day event.
- 1.5. The **CONTRACTOR** will set up and run the NH Envirothon Competition Day event to be held on May 20, 2014.
- 1.6. The **CONTRACTOR** will provide all logistical arrangements for students, advisors and judges for all NH teams to participate in the NH Envirothon Competition Day event that provides opportunities for high school students to understand the range of natural resource management challenges and careers available.

Task 2: Publicity

- 2.1 The **CONTRACTOR** will advertise and promote the NH Envirothon program to middle- and high-schools, 4-H Clubs, homeschoolers and other potential teams.
- 2.2 The **CONTRACTOR** will handle all outreach and marketing to businesses, organizations and other potential participants as judges, mentors, and resources for the Training and Competition events.

Task 3: Administrative Support

- 3.1 The **CONTRACTOR** will handle all logistical and administrative details for the program throughout the year, including distribution of all training materials to teams, organizing the judges and other volunteers for the Training and Competition events and organizing all travel logistics for teams.
- 3.2 The **CONTRACTOR** will be responsible for procuring all necessary supplies for events including trophies, tee shirts, as well as refreshments.

The **STATE** shall perform the following tasks:

Task 1. Reimbursement

- 1.1. DES will provide \$3,500 to help offset the costs associated with the 2014 NH Envirothon, as outlined above.

Deliverables shall be to the DES Public Information and Permitting Unit as follows:

1. Invoices detailing incurred costs for administration of the 2014 NH Envirothon will be submitted by the **CONTRACTOR**.

EXHIBIT B
CONTRACTOR PRICE

The contract price and financial arrangement for the aforementioned services shall be as follows:

1. Payment shall be based on the administrative services. Contract price shall not exceed \$3,500.
2. The **STATE** agrees to pay invoices as they are submitted by the **CONTRACTOR** for administrative costs associated with the aforementioned services.

The billing address shall be as follows:

N.H. Department of Environmental Services
ATTN: Timothy Drew
P.O. Box 95, 29 Hazen Drive
Concord, NH 03302-0095

3. Invoices are subject to approval by the Contracting Officer before payment is processed.

EXHIBIT C
Special Provisions

1. The State reserves the right to audit the Grantee's expenditures for the Project and to retract and/or seek reimbursement for Grant Monies paid to the Grantee whenever, subsequent to payment of Grant Monies, it becomes known that any of the terms and conditions of this agreement were, in fact, not fulfilled.
2. Paragraph 15 of the General Provisions is amended in that the parties intend the Grantee to retain a Contractor in accordance with Exhibit A of this agreement.

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 NEW HAMPSHIRE ASSOCIATION OF CONSERVATION DISTRICTS is a New Hampshire nonprofit corporation formed November 10, 1975. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 2nd day of May A.D. 2014

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

William M. Gardner
Secretary of State

Certificate of Authority

I, Roger Noonan, President of New Hampshire Association of Conservation Districts do
Printed Name of Certifying Officer Title Name of Company

hereby certify that Sue Kessler is authorized to execute any documents
Printed Name of Person Authorized to sign
that may be necessary to enter into a contract with the State of New Hampshire.

In witness whereof, I have hereunto set my hand as the President,
Office/Position of Certifying Officer
of NH Association of Conservation Districts, this 9 day of April, 2014
Name of Company

[Signature]
Signature of Certifying Officer

Notarization

State of _____
County of _____
On April 9th, 2014, before me, Stephanie Neal
Date Name of Notary or Justice of the Peace

the undersigned officer, personally appeared Roger Noonan, who
Printed Name of Certifying Officer
acknowledged him/herself to be the President, of New Hampshire Association of Conservation Districts
Office/Position Name of Company
and that she/he, being authorized to do so, executed the foregoing instrument for the
purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

[Signature]
Notary Public or Justice of the Peace

Commission Expires: April 3, 2018





New Hampshire Association of Conservation Districts
P.O. Box 2311
Concord, N.H. 03302-2311

Lauren Noether
Senior Assistant Attorney General
33 Capitol Street
Concord, NH 03301

May 2, 2014

Dear Ms. Noether:

Serving as the elected President of the New Hampshire Association of Conservation Districts (NHACD) and acting in my capacity as the "..executive head of the Association..." In accordance with the NHACD BYLAWs Article 1 Sec. 1, I have authorized Susan Kessler to execute any contract relative to the NH Envirothon effective January 1, 2014.

Sincerely,

Roger Noonan
President, NHACD



New Hampshire Association of Conservation Districts
P.O. Box 2311
Concord, N.H. 03302-2311

NH Department of Environmental Services
Attn: Timothy Drew
PO Box 95
Concord, NH 03302-0095

April 11, 2014

Dear Mr. Drew:

The New Hampshire Association of Conservation Districts does not possess Worker's Compensation Insurance. The NHACD does not have any paid employees and therefore does not require it. All services are done through contractors.

Thank you,

Rebecca E. Yohe
Administrative Coordinator

